



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
GENERAL GOVERNMENT AND
FINANCE COMMITTEE MEETING
TUESDAY, AUGUST 6, 2024 AT 5:45 P.M.
Port Washington City Hall, 100 W. Grand Avenue,
Port Washington, WI 53074
Lower Level Conference Room

AGENDA

1. Roll Call
2. Approve Minutes of the Previous Meeting
3. Review 2nd Quarter Financial Report
4. Review 2025 Budget Philosophy
5. Consideration and Possible Recommendation on Approval to use \$8,765 of Capital Reserves to be able to move forward with a Facilities Assessment and Needs Analysis for the Municipal Service Center, 333 N. Moore Rd in 2024
6. Consideration and Possible Action to Adopt Ordinance 2024-9: Repealing and Establishing One-Way Street Designations, Amending, Repealing and Recreating Parking Regulations, and Establishing Official Stop Signs
7. Chairman's Business
8. Member's/Liaisons' Business
9. Public Comments/Appearances
10. Next Meeting on Tuesday, August 20, 2024
11. Adjournment

Committee Members: Alderpersons- Dan Benning, Jonathan Pleitner Deborah Postl

Staff Liaisons: City Clerk Susan Westerbeke, City Treasurer/Finance Director Mark Emanuelson

Special Accommodations: Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at 262-284-5585 or cityclerk@portwashingtonwi.gov at least one (1) business day prior to the meeting.

Notice of Possible Quorum: Notice is hereby given that Common Council members or members of other governmental bodies who are not members of this board, commission or committee may be present at this meeting to gather information about a subject over which they have decision-making authority. In that event this meeting may also constitute a simultaneous meeting of the Council or of such other governmental bodies. Whether a simultaneous meeting is occurring depends on whether the presence of one or more Council members or members of such other governmental bodies results in a quorum of the Council or of such other governmental bodies and, if there is a quorum, whether any agenda items listed above involve matters within the Council's or the other governmental bodies' jurisdiction. If a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting. [State ex rel. Badke vs. Greendale Village Board, 173 Wis. 2d 553 (1993).]



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
GENERAL GOVERNMENT AND
FINANCE COMMITTEE MEETING
TUESDAY, JULY 2, 2024 AT 5:45 P.M.
Port Washington City Hall, 100 W. Grand Avenue,
Port Washington, WI 53074
Lower Level Conference Room

MINUTES

- 1. Roll Call-** Members present were Alderpersons Dan Benning, Jonathan Pleitner and Deborah Postl. Also present was City Administration Melissa Pingel, City Clerk Susan Westerbeke and City Treasurer/Finance Director Mark Emanuelson.
- 2. Approve Minutes of the Previous Meeting-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AS PRESENTED. Motion carried unanimously.
- 3. Consideration and Possible Recommendation on Approval to Use \$25,000 of Capital Reserves to be able to Move Forward with the Moore Road Pedestrian Bridge Project in 2024-** City Engineer Roger Strohm was present to report on the current condition of the pedestrian bridge. The necessary repairs and the request to approve the transfer of funds needs to be expedited due the bridge's current state. Discussion was held on requesting a possible cost-share with the Port Washington Saukville School District. The Committee requested staff to review legal documents involving the athletic field and surrounding properties.
- 4. Review of Initial Capital Planning Requests-** The Finance Director/Treasurer reviewed the draft Capital Planning Requests and funding timeline. Discussion was held on the requests. Future updates will be available in August.
- 5. Discussion on the 2025 Budget Schedule-** The Finance Director/Treasurer reviewed the 2025 Budget Schedule and confirmed the proposed Budget Workshop dates of September 19, 20, 23, and 24.
- 6. Discussion on Recommendations to Council for Ordinance Creation, Amendments or Revisions-** This item was tabled until August.
- 7. Consideration and Possible Action on 2024 General Government and Finance Committee Charter-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO ACCEPT THE 2024 GENERAL GOVERNMENT AND FINANCE COMMITTEE CHARTER AS PRESENTED. Motion carried unanimously.
- 8. Discussion on Board, Committee and Commission Charter Presentations to Council-** This item was tabled until August.
- 9. Chairman's Business-** None.

General Government and Finance Committee

July 2, 2024

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10. Member's Business- Ald. Pleitner inquired regarding the current progression of the budget and capital planning.

11. Public Comments/Apearances- None.

12. Adjournment- MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO ADJORN THE MEETING AT 6:36 P.M. Motion carried unanimously.

Respectfully submitted,
Susan L. Westerbeke, City Clerk



QUARTERLY FINANCIAL REPORT
2ND QUARTER 2024
June 30, 2024



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OVERVIEW

This report provides an overview of the revenues and expenditures as of June 30, 2024. The purpose of this report is to provide the City Council, City Management, and the residents of Port Washington with a look at the city's current budget status. The information provided details the city's General Fund operations by department.

This report also includes information on the City's Debt Service, Recycling, Wastewater, Marina, Water, and Library funds.

Data provided is for informational purposes and has not been audited. Some data may be incomplete as invoices for certain expenses may not have been processed at the time of this report. Other data may be somewhat disproportionate in the context of a quarterly report as certain revenues and expenditures are received and reported in a timeline that is not evenly balanced throughout the year.

Preliminary 2024 projections have also been added to this report. While it is a bit early to make any determinations of the expected final 2024 results, this data will be used to assist with the 2025 budgeting process.

Staff Comments – General Fund Revenues:

- Public Accommodation Taxes and In Lieu of Taxes-Water revenues (page 6) are generally recorded at year end. Staff currently expects these items to be close to budget.
- Engineering Fees / Chargebacks (page 6) reflect the revenues for services billed to others to offset various engineering costs incurred by the department for work done related to non-city projects.
- Interest on Investments (page 6) will significantly exceed budget in 2024 due to improved market interest rates. Staff is also actively managing operational reserves to be held in interest bearing accounts.
- Municipal court fines (page 15) continue to trend lower than expected. Staff is reviewing this issue to better understand the sources of this trend.
- Fire Department – Town Fees (page 17) were lower than originally budgeted as a final review of this calculation was done after budget adoption.

EMS revenues (page 18) appear to be trending favorably; however, this is subject to further collections receipts and year end review based on when payment are received.

Staff Comments – General Fund Expenditures:

- Administration Wages and benefits (page 9) should be about \$30,000 under budget in 2024 due to the vacant City Administrator position in the first quarter.
- Engineering Wages and benefits (page 13) should be about \$35,000 under budget in 2024 due to a vacant support position. The duties of that position will be incorporated into an additional support staff position that will be added to the Treasurers department. The net impact to the city's budget will be about \$20,000 in savings in 2024.
- Engineering – Miscellaneous costs have trended unexpectedly as the current accounting practices no longer allow various unbudgeted costs to be either charge to a legacy capital fund, or to balance sheet accounts in the case of costs for items that will be billed to others. Staff will attempt to address this issue in the 2025 budget.
- Police – Maintenance Contracts should come in at about \$30,000 under budget due to what appears to be an over budgeting issue in 2024.
- The wages and benefits costs within the EMS division of the Fire Department (page 19) are currently tracking at a pace to be about \$100,000 over budget in 2024. Staff is also still evaluating the implications of additional overtime and WRS eligibility costs for these part-time staff that have not yet been recorded.
- The Recreation Department Grounds Maintenance costs (page 23) reflect a \$17,776 repair to a broken water service line serving those facilities.

Staff Comments – Library

- Library activities are within expected budget parameters.

Staff Comments – Municipal Utilities

- Wastewater utility revenues and expenditures are generally within expected levels. Interest income is projected to be about \$100,000 more than budgeted.
- Marina revenues and expenditures are trending favorably in 2024. The Marina now also recognizes interest income in their financial reports.
- Water utility revenues and expenditures are generally within expected levels. Interest income is projected to be about \$100,000 more than budgeted. Outside services employed will be significantly under budget.

2024 QUARTERLY BUDGET REPORT - JUNE 30, 2024

GENERAL FUND - SUMMARY OF REVENUES AND EXPENDITURES BY DEPARTMENT

	12/31/22	12/31/23	YTD 06/30/24	PROJECTED 12/31/2024	BUDGET 12/31/24	YTD % BUDGET	PROJECTED % BUDGET
REVENUES							
GENERAL REVENUE DETAIL	(8,687,045)	(8,616,820)	(4,269,555)	(9,037,396)	(8,823,880)	48.4%	102.4%
INSPECTIONS	(220,687)	(210,571)	(109,685)	(216,000)	(227,000)	48.3%	95.2%
POLICE DEPARTMENT	(205,461)	(174,930)	(110,611)	(171,635)	(182,275)	60.7%	94.2%
FIRE DEPARTMENT	(193,330)	(202,944)	(58,506)	(189,600)	(205,000)	28.5%	92.5%
AMBULANCE - EMS	(608,964)	(706,338)	(356,548)	(645,959)	(610,800)	58.4%	105.8%
RECREATION	(301,146)	(296,806)	(220,208)	(338,300)	(313,500)	70.2%	107.9%
SENIOR CENTER	(88,803)	(97,346)	(52,203)	(73,851)	(88,000)	59.3%	83.9%
TOTAL REVENUES	(10,305,435)	(10,305,755)	(5,177,315)	(10,672,741)	(10,450,455)	49.5%	102.1%
EXPENDITURES							
GENERAL EXPENDITURES DETAIL	584,956	603,614	416,906	678,620	664,000	62.8%	102.2%
MAYOR & COUNCIL	48,630	39,950	23,495	41,685	45,835	51.3%	90.9%
ADMINISTRATION	489,675	342,853	83,785	173,800	207,535	40.4%	83.7%
HUMAN RESOURCES	34,997	238,172	139,550	296,875	304,780	45.8%	97.4%
CLERK / ELECTIONS	228,491	199,409	170,071	375,004	372,145	45.7%	100.8%
FINANCE / TREASURER	138,862	201,116	104,753	235,050	210,415	49.8%	111.7%
ENGINEERING	331,924	319,174	179,428	327,000	324,025	55.4%	100.9%
INSPECTIONS	181,988	145,411	67,802	151,860	156,495	43.3%	97.0%
PLANNING	143,975	128,990	68,632	139,534	138,195	49.7%	101.0%
POLICE DEPARTMENT	3,689,745	3,582,851	1,717,553	3,451,200	3,488,335	49.2%	98.9%
FIRE DEPARTMENT	430,526	443,893	199,510	465,140	457,900	43.6%	101.6%
AMBULANCE - EMS	469,203	536,014	460,346	514,420	398,425	115.5%	129.1%
STREETS DEPARTMENT	2,253,300	2,214,475	1,096,246	2,274,960	2,188,835	50.1%	103.9%
PARKS & FORESTRY	444,463	522,274	268,239	586,320	561,820	47.7%	104.4%
RECREATION	600,824	613,283	265,204	686,250	709,530	37.4%	96.7%
SENIOR CENTER	221,406	236,744	120,875	234,699	222,185	54.4%	105.6%
TOTAL EXPENDITURES	10,292,967	10,368,224	5,382,395	10,632,417	10,450,455	51.5%	101.7%
Net Change in Fund Balance	12,469	(62,469)	(205,080)	40,324	-		

2024 QUARTERLY BUDGET REPORT - JUNE 30, 2024

GENERAL REVENUE DETAIL

	REVENUES	YTD			PROJECTED	BUDGET	YTD %	PROJECTED %	NOTES
		12/31/22	12/31/23	06/30/24	12/31/2024	12/31/24	BUDGET	BUDGET	
01-30-41110-000	GENERAL PROPERTY TAXES	(3,009,236)	(3,204,889)	(2,841,504)	(2,841,504)	(2,841,505)	100.0%	100.0%	
01-30-41210-000	PUBLIC ACCOMMODATION TAXES	(113,812)	(101,079)	-	(120,000)	(110,000)	0.0%	109.1%	year end entry
01-30-41310-000	IN LIEU OF TAXES-WATER	(417,088)	(396,473)	-	(450,000)	(450,000)	0.0%	100.0%	year end entry
01-30-42210-000	STATE SHARED REVENUE	(2,704,665)	(2,694,485)	-	(3,347,195)	(3,347,195)	0.0%	100.0%	July / Nov.
01-30-42310-000	STATE AID - EXEMPT PP	(14,881)	(14,881)	(14,881)	(14,881)	(14,880)	100.0%	100.0%	
01-30-42630-000	STATE GRANT-EXEMPT COMPUTERS	(12,595)	(11,395)	-	(11,395)	(15,000)	0.0%	76.0%	July
01-30-42650-000	STATE AID-HIGHWAY	(799,479)	(893,416)	(482,560)	(948,926)	(940,000)	51.3%	100.9%	
01-30-43110-000	LIQUOR AND MALT BEVERAGE	(17,061)	(20,493)	(19,985)	(20,000)	(20,000)	99.9%	100.0%	
01-30-43120-000	OPERATORS LICENSES	(7,410)	(8,075)	(6,975)	(7,000)	(7,000)	99.6%	100.0%	
01-30-43160-000	CIGARETTE LICENSES	(1,200)	(800)	(1,100)	(1,100)	(1,200)	91.7%	91.7%	
01-30-43210-000	TELEVISION FRANCHISE	(105,049)	(91,299)	(21,422)	(85,000)	(100,000)	21.4%	85.0%	Quarterly - lagging
01-30-43210-001	VIDEO FRANCHISE	(35,903)	(9,947)	(6,251)	(14,000)	(40,000)	15.6%	35.0%	Quarterly - lagging
01-30-43220-000	STATE AID-VIDEO	-	(28,472)	-	(28,472)	-	100.0%	100.0%	split from Video fees
01-30-43320-000	DOG LICENSES	(1,647)	(1,053)	-	(1,200)	(1,500)	0.0%	80.0%	year end entry
01-30-43321-000	CAT LICENSES	(227)	(227)	(323)	(323)	(200)	161.5%	161.5%	
01-30-44110-000	CLERK FEES	(11,031)	(7,877)	(4,939)	(7,000)	-	100.0%	100.0%	
01-30-44410-000	STREETS AND RELATED FACILITIES	(38,817)	(216)	(4,759)	(5,000)	-	100.0%	100.0%	
01-30-44411-000	ENGINEERING FEES / CHARGEBACKS	(600)	(5,662)	(10,814)	(15,000)	-	100.0%	100.0%	Engineering chargebacks
01-30-44412-000	PLANNING & DEVELOPMENT FEES	(11,725)	(4,450)	(3,610)	(4,000)	-	100.0%	100.0%	
01-30-47000-000	MISCELLANEOUS REVENUE	(67,933)	(48,199)	(40,101)	(50,000)	(25,000)	160.4%	200.0%	
01-30-47930-000	INSURANCE DIVIDEND PAYMENT	(23,469)	(23,226)	-	-	(25,000)	0.0%	0.0%	JUNE
01-30-48110-000	INTEREST ON INVESTMENTS	(156,119)	(358,318)	(266,122)	(400,000)	(220,000)	121.0%	181.8%	
01-30-48210-000	RENT/LEASE REVENUES	(88,094)	(93,166)	(44,210)	(115,400)	(115,400)	38.3%	100.0%	
01-30-48410-001	COMPENSATION-WEPCO	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	100.0%	100.0%	
01-30-48660-001	SALE OF LAND	(499,003)	(33,733)	-	-	-	100.0%	100.0%	no longer applicable here
01-30-49400-000	IN LIEU OF TAXES-MARINA	(50,000)	(50,000)	-	(50,000)	(50,000)	0.0%	100.0%	
	TOTAL GENERAL REVENUES	(8,687,045)	(8,616,820)	(4,269,555)	(9,037,396)	(8,823,880)	48.4%	102.4%	

2024 QUARTERLY BUDGET REPORT - JUNE 30, 2024

GENERAL EXPENDITURES DETAIL

	EXPENDITURES	YTD			PROJECTED	BUDGET	YTD %	PROJECTED %	NOTES
		12/31/22	12/31/23	06/30/24	12/31/2024	12/31/24	BUDGET	BUDGET	
01-40-51940-910	PROPERTY & LIABILITY INSURANCE	203,598	259,257	188,548	278,550	275,000	68.6%	101.3%	
01-40-51940-930	WORKERS COMPENSATION	102,581	79,227	63,843	103,500	90,000	70.9%	115.0%	
01-40-51940-950	INSURANCE BROKER FEES	-	-	10,500	21,000	20,000	52.5%	105.0%	
01-40-51950-100	PAYMENTS TO TOURISM	-	-	-		-	100.0%	100.0%	
01-40-51960-200	CITY ATTORNEY - OUTSIDE SERV.	178,862	179,873	95,169	180,000	160,000	59.5%	112.5%	
01-40-51960-300	ASSESSOR - MAINT APPRAISALS	41,832	40,824	34,147	68,300	67,000	51.0%	101.9%	
01-40-51960-400	HEALTH & SAFETY-PAYMENTS	5,985	3,683	2,430	5,000	7,000	34.7%	71.4%	
01-40-51960-960	COMMUNICATIONS CONSULTING	-	-	22,270	22,270	45,000	49.5%	49.5%	
01-40-51990-390	DEVELOPER PAYMENT - PRARIES ED	26,427	30,000	-	-	-	100.0%	100.0%	final payment in 2023
	TOTAL GENERAL EXPENDITURES	584,956	603,614	416,906	678,620	664,000	62.8%	102.2%	

2024 QUARTERLY BUDGET REPORT - JUNE 30, 2024

MAYOR & COUNCIL

			YTD	PROJECTED	BUDGET	YTD %	PROJECTED %		
	EXPENDITURES	12/31/22	12/31/23	06/30/24	12/31/2024	12/31/24	BUDGET	BUDGET	NOTES
	SUBTOTAL WAGES	33,750	33,750	16,875	33,750	33,750	50.0%	100.0%	
	SUBTOTAL BENEFITS	4,615	3,992	1,320	2,635	4,985	26.5%	52.9%	
01-48-51110-440	MAYOR&COUNCIL - DUES & FEES	10,082	1,119	5,300	5,300	5,500	96.4%	96.4%	
01-48-51110-370	MAYOR&COUNCIL - SUPPLIES	-	583	-	-	200	0.0%	0.0%	
01-48-51110-390	MAYOR&COUNCIL - MISC	130	507	-	-	400	0.0%	0.0%	
01-48-51110-430	MAYOR&COUNCIL - CONF/TRAVEL	53	-	-	-	1,000	0.0%	0.0%	
	SUBTOTAL OTHER	10,265	2,208	5,300	5,300	7,100	74.7%	74.6%	
	TOTAL EXPENDITURES	48,630	39,950	23,495	41,685	45,835	51.3%	90.9%	

2024 QUARTERLY BUDGET REPORT - JUNE 30, 2024

ADMINISTRATION

	EXPENDITURES	12/31/22	12/31/23	YTD 06/30/24	PROJECTED 12/31/2024	BUDGET 12/31/24	YTD % BUDGET	PROJECTED % BUDGET	NOTES
	SUBTOTAL WAGES	241,591	151,711	38,474	75,000	96,750	39.8%	77.5%	
	SUBTOTAL BENEFITS	90,518	93,319	8,390	27,800	38,685	21.7%	71.9%	
01-50-51320-370	ADMIN OFFICE - SUPPLIES	20,363	17,995	6,929	15,000	20,000	34.6%	75.0%	
01-50-51320-380	ADMIN OFFICE - CONTRACTUAL	68,979	8,975	6,811	10,000	5,000	136.2%	200.0%	
01-50-51320-390	ADMIN OFFICE - MISCELLANEOUS	43,403	35,283	4,052	10,000	10,000	40.5%	100.0%	
01-50-51320-410	ADMIN OFFICE - TRAINING	753	2,724	1,349	2,000	1,000	134.9%	200.0%	
01-50-51320-430	ADMIN OFFICE - TRAVEL EXP	600	516	-	1,500	2,000	0.0%	75.0%	
01-50-51320-440	ADMIN OFFICE - DUES & FEES	1,638	1,230	1,216	2,000	2,000	60.8%	100.0%	
01-50-51320-510	ADMIN OFFICE - SUBSCRIPTIONS	11,711	14,245	6,434	12,000	12,800	50.3%	93.8%	
01-50-51320-540	ADMIN OFFICE - POSTAGE	5,718	9,194	2,547	6,000	5,800	43.9%	103.4%	
01-50-51320-560	ADMIN OFFICE - MAINT CONTRACTS	845	7,662	2,807	6,000	6,000	46.8%	100.0%	
01-50-51320-610	ADMIN- FURN/EQUIPMENT	-	-	4,222	5,000	5,000	84.4%	100.0%	
01-50-51320-750	ADMIN OFFICE - CONFERENCES	3,557	-	555	1,500	2,500	22.2%	60.0%	
	SUBTOTAL OTHER	157,567	97,823	36,921	71,000	72,100	51.2%	98.5%	
	TOTAL EXPENDITURES	489,675	342,853	83,785	173,800	207,535	40.4%	83.7%	

2024 QUARTERLY BUDGET REPORT - JUNE 30, 2024

HUMAN RESOURCES

	EXPENDITURES	YTD			PROJECTED	BUDGET	YTD %	PROJECTED %	NOTES
		12/31/22	12/31/23	06/30/24	12/31/2024	12/31/24	BUDGET	BUDGET	
01-50-51330-100	HUMAN RESOURC-WAGES-W/BENEFITS	-	120,084	68,868	145,985	145,985	47.2%	100.0%	47% is on track
01-50-51330-130	HUMAN RESOURCES-WAGES-OVERTIME	-	352	39	200	500	7.8%	40.0%	
	SUBTOTAL WAGES	-	120,436	68,907	146,185	146,485	47.0%	99.8%	
01-50-51330-210	HUMAN RESOURCES - SOC SEC	-	9,178	5,205	11,590	11,590	44.9%	100.0%	
01-50-51330-221	HUMAN RESOURCES-HEALTH INS	-	-	-	-	-	100.0%	100.0%	
01-50-51330-231	HUMAN RESOURCES - LIFE INS	-	582	55	100	1,295	4.2%	7.7%	budget = Life + Disability
01-50-51330-241	HUMAN RESOURCE-PRETAXED DENTAL	-	1,052	1,052	1,800	1,210	87.0%	148.8%	Actual = dental + disability
01-50-51330-250	HUMAN RESOURCES - RETIREMENT	-	8,192	4,756	10,450	10,450	45.5%	100.0%	
	SUBTOTAL BENEFITS	-	19,004	11,068	23,940	24,545	45.1%	97.5%	
01-50-51330-370	HUMAN RESOURCES- SUPPLIES	416	365	318	500	500	63.5%	100.0%	
01-50-51330-375	HUMAN RESOURCES - LEGAL	-	-	-	1,500	5,000	0.0%	30.0%	
01-50-51330-380	HUMAN RESOURCES - BEN FEES	12,717	22,731	13,225	35,000	40,500	32.7%	86.4%	Other Benefit admin fees
01-50-51330-385	HUMAN RESOURCES - PAYROLL	-	41,768	23,926	45,000	45,000	53.2%	100.0%	Paylocity
01-50-51330-390	HUMAN RESOURCES - MISC	34	9,975	1,894	10,000	10,000	18.9%	100.0%	
01-50-51330-410	HUMAN RESOURCES - TRAINING	-	8,138	-	12,000	20,500	0.0%	58.5%	Leadership Training
01-50-51330-440	HUMAN RESOURCES - DUES & FEES	460	1,974	2,041	2,100	2,100	97.2%	100.0%	
01-50-51330-510	HUMAN RESOURCES - SUBSCRIPTION	384	120	-	150	150	0.0%	100.0%	
01-50-51330-750	HUMAN RESOURCES - CONFERENCES	419	3,913	2,932	3,500	4,500	65.2%	77.8%	
01-50-51330-800	HUMAN RESOURCES - RECRUITMENT	20,567	9,749	15,238	17,000	5,500	277.0%	309.1%	\$12,400 City Admin recruitment
	SUBTOTAL OTHER	34,997	98,733	59,575	126,750	133,750	44.5%	94.8%	
	TOTAL EXPENDITURES	34,997	238,172	139,550	296,875	304,780	45.8%	97.4%	

2024 QUARTERLY BUDGET REPORT - JUNE 30, 2024

CLERK / ELECTIONS

	EXPENDITURES	12/31/22	12/31/23	YTD 06/30/24	PROJECTED 12/31/2024	BUDGET 12/31/24	YTD % BUDGET	PROJECTED % BUDGET	NOTES
	SUBTOTAL WAGES	85,262	76,666	90,610	210,000	200,040	45.3%	105.0%	
	SUBTOTAL BENEFITS	20,135	27,767	20,369	46,500	47,205	43.2%	98.5%	
01-52-51412-700	ADMIN OFFICE - COMPUTER SERVIC	109,713	85,380	50,088	95,088	100,000	50.1%	95.1%	Digicorp only
01-52-51412-360	CLERK - REPAIRS & MAINT	2,685	2,675	3,316	3,316	3,400	97.5%	97.5%	
01-52-51412-370	CLERK/ELECTIONS - SUPPLIES	6,413	4,895	4,211	9,000	8,500	49.5%	105.9%	
01-52-51412-390	CLERK/ELECTIONS - MISC	785	74	-	2,500	3,000	0.0%	83.3%	
01-52-51412-410	CLERK/ELECTION TRAINING	-	-	-	500	1,000	0.0%	50.0%	
01-52-51412-510	ELECTIONS - PRINTING	215	114	-	1,700	2,000	0.0%	85.0%	
01-52-51412-540	ELECTIONS - POSTAGE	3,284	1,837	1,477	6,400	7,000	21.1%	91.4%	
	SUBTOTAL OTHER	123,095	94,976	59,092	118,504	124,900	47.3%	94.9%	
	TOTAL EXPENDITURES	228,491	199,409	170,071	375,004	372,145	45.7%	100.8%	

2024 QUARTERLY BUDGET REPORT - JUNE 30, 2024

FINANCE / TREASURER

			YTD	PROJECTED	BUDGET	YTD %	PROJECTED %		
	EXPENDITURES	12/31/22	12/31/23	06/30/24	12/31/2024	12/31/24	BUDGET	BUDGET	NOTES
	SUBTOTAL WAGES	68,979	115,897	56,522	138,000	115,500	48.9%	119.5%	
	SUBTOTAL BENEFITS	10,865	31,676	17,270	47,550	47,415	36.4%	100.3%	
01-54-51540-700	TREASURER - AUDIT SERVICES	48,900	40,207	30,395	37,500	36,500	83.3%	102.7%	
01-54-51540-720	TREASURER - SOFTWARE FEES	-	-	-	-	-	100.0%	100.0%	new for 2025
01-54-51540-370	TREASURER - SUPPLIES	416	3,013	286	2,000	2,000	14.3%	100.0%	
01-54-51540-410	TREASURER - TRAINING/CONF	-	1,090	280	2,000	3,000	9.3%	66.7%	
01-54-51540-440	TREASURER - DUES AND FEES	4,374	3,015	0	2,000	2,000	0.0%	100.0%	
01-54-51540-540	TREASURER - POSTAGE	5,327	6,219	0	6,000	4,000	0.0%	150.0%	tax bill postage
	SUBTOTAL OTHER	59,017	53,543	30,961	49,500	47,500	65.2%	104.2%	
	TOTAL EXPENDITURES	138,862	201,116	104,753	235,050	210,415	49.8%	111.7%	

2024 QUARTERLY BUDGET REPORT - JUNE 30, 2024

ENGINEERING

	EXPENDITURES	YTD			PROJECTED	BUDGET	YTD %	PROJECTED %	NOTES
		12/31/22	12/31/23	06/30/24	12/31/2024	12/31/24	BUDGET	BUDGET	
	SUBTOTAL WAGES	147,733	134,904	53,389	104,000	134,200	39.8%	77.5%	
	SUBTOTAL BENEFITS	51,691	65,838	28,262	55,300	66,025	42.8%	83.8%	
01-57-51710-310	MUNICIPAL BUILDING-ELECTRICITY	13,036	13,515	7,081	14,200	14,000	50.6%	101.4%	
01-57-51710-320	MUNICIPAL BUILDING - GAS HEAT	7,226	5,007	2,622	5,300	7,000	37.5%	75.7%	
01-57-51710-330	MUNICIPAL BUILDING-WATER	1,695	2,481	745	2,400	3,000	24.8%	80.0%	
01-57-51710-340	MUNICIPAL BUILDING-TELEPHONE	8,368	8,526	3,900	7,800	9,000	43.3%	86.7%	
01-57-54210-340	ENGINEERING-TELEPHONE	505	487	1,101	1,400	500	220.2%	280.0%	
	SUBTOTAL UTILITIES	30,830	30,015	15,449	31,100	33,500	46.1%	92.8%	
01-57-51710-360	MUNICIPAL BUILDING-REPAIRS	15,236	4,118	2,258	4,800	4,800	47.0%	100.0%	
01-57-51710-370	MUNICIPAL BUILDING-SUPPLIES	3,779	1,043	-	1,600	1,600	0.0%	100.0%	
01-57-51710-380	MUNICIPAL BUILDING-CONTRACTUAL	67,378	47,157	27,165	52,000	52,000	52.2%	100.0%	Basset Mechanical
01-57-51710-560	MUNICIPAL BUILDING-CLEANING	1,260	12,701	7,863	16,000	16,000	49.1%	100.0%	Cleaning & Maintenance
	SUBTOTAL MAINTENANCE	87,653	65,019	37,286	74,400	74,400	50.1%	100.0%	
01-57-54210-350	ENGINEERING-GAS FOR VEHICLES	1,021	897	378	700	700	54.1%	100.0%	
01-57-54210-360	ENGINEERING-REPAIRS & MAINT	308	320	-	300	600	0.0%	50.0%	
01-57-54210-370	ENGINEERING-SUPPLIES	8,186	7,035	12,869	15,000	8,500	151.4%	176.5%	
01-57-54210-390	ENGINEERING-MISCELLANEOUS	2,390	9,071	29,726	40,000	2,500	1189.0%	1600.0%	
01-57-54210-410	ENGINEERING-TRAINING/CONF	867	3,590	367	1,200	1,500	24.4%	80.0%	
01-57-54210-440	ENGINEERING-DUES & FEES	246	600	1,579	2,400	700	225.6%	342.9%	
01-57-54210-510	ENGINEERING-PUBLICATIONS	182	911	70	2,500	1,000	7.0%	250.0%	
01-57-54210-540	ENGINEERING-POSTAGE	816	974	53	100	400	13.2%	25.0%	
	SUBTOTAL OTHER	14,017	23,398	45,042	62,200	15,900	283.3%	391.2%	
	TOTAL EXPENDITURES	331,924	319,174	179,428	327,000	324,025	55.4%	100.9%	

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INSPECTIONS

				YTD	PROJECTED	BUDGET	YTD %	PROJECTED %	
	REVENUES	12/31/22	12/31/23	06/30/24	12/31/2024	12/31/24	BUDGET	BUDGET	NOTES
01-57-43510-000	BUILDING PERMITS	(117,731)	(131,091)	(71,081)	(142,000)	(135,000)	52.7%	105.2%	
01-57-43520-000	ELECTRICAL PERMITS	(32,522)	(24,056)	(11,165)	(22,000)	(32,000)	34.9%	68.8%	
01-57-43530-000	PLUMBING PERMITS	(26,485)	(26,224)	(11,702)	(22,000)	(30,000)	39.0%	73.3%	
01-57-43540-000	STREET OPENING PERMITS	(19,500)	(28,800)	(15,736)	(30,000)	(30,000)	52.5%	100.0%	
01-57-47000-001	INSPECTION-MISC REVENUE	(324)	(401)	-	-	-	100.0%	100.0%	
01-57-47000-002	SALE OF EQUIPMENT	(24,126)	-	-	-	-	100.0%	100.0%	inactive
	TOTAL INSPECTION REVENUES	(220,687)	(210,571)	(109,685)	(216,000)	(227,000)	48.3%	95.2%	
	EXPENDITURES								
	SUBTOTAL WAGES	130,445	112,223	52,897	111,160	114,950	46.0%	96.7%	
	SUBTOTAL BENEFITS	49,022	30,874	14,673	33,950	34,495	42.5%	98.4%	
01-57-52410-370	INSPECTION&ZONING-SUPPLIES	2,490	2,272	198	3,600	3,600	5.5%	100.0%	
01-57-52410-380	INSPECTION&ZONING-OUTSIDE SERV	-	-	-	-	-	100.0%	100.0%	
01-57-52410-390	INSPECTION&ZONING-MISC	-	-	-	1,050	1,050	0.0%	100.0%	
01-57-52410-410	INSPECTION&ZONING-TRAINING	-	-	-	600	600	0.0%	100.0%	
01-57-52410-430	INSPECTION&ZONING-MILEAGE	-	-	-	1,300	1,600	0.0%	81.3%	
01-57-52410-440	INSPECTION&ZONING-DUES	-	-	-	100	100	0.0%	100.0%	
01-57-52410-540	INSPECTION&ZONING-POSTAGE	30	41	35	100	100	34.6%	100.0%	
	SUBTOTAL OTHER	2,520	2,314	232	6,750	7,050	3.3%	95.7%	
	TOTAL EXPENDITURES	181,988	145,411	67,802	151,860	156,495	43.3%	97.0%	

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POLICE DEPARTMENT

		12/31/22	12/31/23	YTD 06/30/24	PROJECTED 12/31/2024	BUDGET 12/31/24	YTD % BUDGET	PROJECTED % BUDGET	NOTES
REVENUES									
01-60-42540-100	STATE GRANT- DOJ TRAINING	(2,720)	(2,720)	-	-	-	100.0%	100.0%	
01-60-42590-000	SCHOOL DISTRICT-RESOURCE OFFIC	(68,228)	(68,228)	(70,275)	(70,275)	(70,275)	100.0%	100.0%	
01-60-43610-000	REV-MUNICIPAL COURT FINES/PEN	(56,533)	(37,619)	(17,977)	(45,000)	(60,000)	30.0%	75.0%	YTD through May 2024
01-60-43610-001	REV-MUNI CT FINES/PEN-SDC COLL	(2,630)	(4,360)	(1,742)	(3,500)	(5,000)	34.8%	70.0%	
01-60-43620-000	PARKING VIOLATIONS	(26,230)	(28,868)	(14,431)	(32,000)	(32,000)	45.1%	100.0%	
01-60-43630-000	SHERIFF PROPANE SALES	(7,859)	(8,149)	-	(8,360)	(10,000)	0.0%	83.6%	US Treasury - september
01-60-44210-000	POLICE DEPT FEES	(4,961)	(4,664)	(1,003)	(3,000)	(3,000)	33.4%	100.0%	
01-60-44210-001	POLICE DEPT - LICENSE RENEWAL	(1,762)	(3,298)	268	-	(1,500)	-17.9%	0.0%	
01-60-44210-200	POLICE DEPT-MISCELLANEOUS	(30,963)	(12,729)	(1,351)	(2,000)	(500)	270.2%	400.0%	
01-60-44220-200	POLICE DEPT-DONATIONS	(3,577)	(4,296)	(4,100)	(7,500)	-	100.0%	100.0%	bike rodeo / other
TOTAL POLICE REVENUES		(205,461)	(174,930)	(110,611)	(171,635)	(182,275)	60.7%	94.2%	
EXPENDITURES									
SUBTOTAL WAGES		2,418,410	2,295,355	1,129,222	2,220,600	2,205,760	51.2%	100.7%	
SUBTOTAL BENEFITS		937,003	946,928	399,036	900,050	904,625	44.1%	99.5%	
01-60-52100-310	POLICE - ELECTRICITY	26,199	24,325	11,365	25,000	26,000	43.7%	96.2%	
01-60-52100-320	POLICE - GAS HEATING	10,278	7,582	4,332	9,000	10,000	43.3%	90.0%	
01-60-52100-330	POLICE - WATER	2,836	3,784	1,164	3,600	5,000	23.3%	72.0%	
01-60-52100-340	POLICE - TELEPHONE	35,436	30,873	15,607	31,500	33,000	47.3%	95.5%	
SUBTOTAL UTILITIES		74,749	66,564	32,467	69,100	74,000	43.9%	93.4%	
01-60-52100-350	POLICE - GASOLINE	15,079	11,988	5,635	11,500	12,000	47.0%	95.8%	
01-60-52100-355	POLICE - PROPANE	28,708	24,746	12,529	25,000	21,000	59.7%	119.0%	
SUBTOTAL FUEL		43,787	36,734	18,164	36,500	33,000	55.0%	110.6%	
01-60-52100-360	POLICE - REPAIRS & MAINTENANCE	27,677	49,899	12,578	24,000	25,000	50.3%	96.0%	
01-60-52100-550	POLICE - VEHICLE MAINTENANCE	18,771	31,106	21,866	34,000	20,000	109.3%	170.0%	
01-60-52100-560	POLICE - MAINTENANCE CONTRACTS	6,769	10,130	17,457	20,000	50,000	34.9%	40.0%	budgeting issue
01-60-52100-570	POLICE - COMMUNICATION EQ.REP.	6,496	728	657	6,000	15,300	4.3%	39.2%	
SUBTOTAL MAINTENANCE		59,713	91,862	52,559	84,000	110,300	47.7%	76.2%	
01-60-51121-370	POLICE & FIRE COMM - SUPPLIES	-	-	-	-	200	0.0%	0.0%	
01-60-51121-440	POLICE & FIRE COMM - FEES	5,425	4,560	1,681	2,000	4,000	42.0%	50.0%	
01-60-52100-370	POLICE - SUPPLIES	29,107	26,030	12,622	16,500	20,000	63.1%	82.5%	
01-60-52100-380	POLICE - PMTS TO CONTRACTORS	1,689	1,970	845	1,700	2,000	42.2%	85.0%	
01-60-52100-390	POLICE - MISCELLANEOUS	4,408	1,314	1	2,500	5,000	0.0%	50.0%	
01-60-52100-400	POLICE - INVESTIGATION	926	927	802	1,000	1,000	80.2%	100.0%	

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POLICE DEPARTMENT

		12/31/22	12/31/23	YTD 06/30/24	PROJECTED 12/31/2024	BUDGET 12/31/24	YTD % BUDGET	PROJECTED % BUDGET	NOTES
01-60-52100-410	POLICE - TRAINING / TRAVEL	23,497	14,725	7,207	16,000	17,000	42.4%	94.1%	
01-60-52100-420	POLICE - CLOTHING	22,678	39,318	7,771	16,000	25,000	31.1%	64.0%	
01-60-52100-440	POLICE - DUES AND FEES	11,975	7,962	4,239	6,500	5,000	84.8%	130.0%	
01-60-52100-510	POLICE - PUBLICATIONS/SUBSCR	621	1,620	684	7,000	800	85.5%	875.0%	
01-60-52100-580	POLICE - OFFICER EQUIPMENT	1,875	7,855	13,271	14,500	15,000	88.5%	96.7%	
01-60-52100-700	POLICE - COMPUTER EXPENSES	17,736	9,643	17,428	18,500	18,000	96.8%	102.8%	
	SUBTOTAL OTHER	119,936	115,922	66,549	102,200	113,000	58.9%	90.4%	
01-60-52120-110	CROSSING GUARDS-P/T NO BENEFIT	33,557	26,946	18,166	36,000	43,800	41.5%	82.2%	
01-60-52120-210	CROSSING GUARDS-SOCIAL SEC	2,567	2,036	1,390	2,750	3,350	41.5%	82.1%	
01-60-52120-370	CROSSING GUARDS-SUPPLIES	25	283	-	-	250	0.0%	0.0%	
01-60-52120-420	CROSSING GUARDS-CLOTHING	-	219	-	-	250	0.0%	0.0%	
	SUBTOTAL CROSSING GUARDS	36,148	29,485	19,556	38,750	47,650	41.0%	81.3%	
	TOTAL EXPENDITURES	3,689,745	3,582,851	1,717,553	3,451,200	3,488,335	49.2%	98.9%	

2024 QUARTERLY BUDGET REPORT - JUNE 30, 2024

FIRE DEPARTMENT

		12/31/22	12/31/23	YTD 06/30/24	PROJECTED 12/31/2024	BUDGET 12/31/24	YTD % BUDGET	PROJECTED % BUDGET	NOTES
01-70-42230-000	FIRE INSURANCE TAX FROM STATE	(55,778)	(64,715)	-	(72,600)	(65,000)	0.0%	111.7%	paid in July
01-70-44220-000	FIRE DEPT-TOWN FEES	(127,863)	(138,229)	(58,506)	(117,000)	(140,000)	41.8%	83.6%	
01-70-44220-100	FIRE DEPT-MISC REVENUE	(9,689)	-	-	-	-	100.0%	100.0%	
	TOTAL FIRE REVENUES	(193,330)	(202,944)	(58,506)	(189,600)	(205,000)	28.5%	92.5%	
	EXPENDITURES								
	SUBTOTAL WAGES	276,227	252,419	116,104	285,000	277,885	41.8%	102.6%	
	SUBTOTAL BENEFITS	60,476	78,523	28,112	64,500	65,665	42.8%	98.2%	
01-70-52300-310	FIRE DEPT-ELECTRICITY	5,891	7,117	3,620	7,240	6,000	60.3%	120.7%	
01-70-52300-320	FIRE DEPT-GAS USED FOR HEATING	2,911	3,324	1,775	3,550	4,000	44.4%	88.8%	
01-70-52300-330	FIRE DEPT-WATER & SEWER	844	1,343	484	1,500	1,500	32.3%	100.0%	
01-70-52300-340	FIRE DEPT-TELEPHONE	3,010	4,139	1,721	3,500	2,500	68.8%	140.0%	
	SUBTOTAL UTILITIES	12,656	15,922	7,601	15,790	14,000	54.3%	112.8%	
01-70-52300-350	FIRE DEPT-GASOLINE	2,950	3,481	1,862	4,500	3,500	53.2%	128.6%	
01-70-52300-690	FIRE DEPT-DIESEL FUEL	5,429	4,702	1,059	4,000	6,500	16.3%	61.5%	
	SUBTOTAL FUEL	8,380	8,183	2,922	8,500	10,000	29.2%	85.0%	
01-70-52300-360	FIRE DEPT-EQUIP.MAINTENANCE	14,427	14,456	11,445	15,500	15,500	73.8%	100.0%	
01-70-52300-370	FIRE DEPT-SUPPLIES	998	2,329	1,450	2,000	2,000	72.5%	100.0%	
01-70-52300-390	FIRE DEPT-MISC OPERATING EXP	6,693	6,560	3,224	6,000	6,000	53.7%	100.0%	
01-70-52300-410	FIRE DEPT-TRAINING/SCHOOL	2,065	1,974	1,677	2,000	2,000	83.8%	100.0%	
01-70-52300-420	FIRE DEPT-CLOTHING	6,141	7,869	-	5,500	5,500	0.0%	100.0%	
01-70-52300-430	FIRE DEPT-TRAVEL EXPENSE	710	1,699	2,151	2,500	2,000	107.5%	125.0%	
01-70-52300-440	FIRE DEPT-DUES & FEES	826	793	662	1,350	1,350	49.0%	100.0%	
01-70-52300-550	FIRE DEPT-TRUCK MAINTENANCE	20,685	27,858	13,375	20,000	20,000	66.9%	100.0%	
01-70-52300-580	FIRE DEPT-OPS EQUIPMENT	8,118	7,989	5,089	20,000	20,000	25.4%	100.0%	combined account in 2024
01-70-52300-620	FIRE DEPT-BUILDING MAINTENANCE	6,138	9,004	5,389	10,500	10,000	53.9%	105.0%	
01-70-52300-700	FIRE DEPT-COMPUTER SERVICE	3,808	5,729	189	4,000	4,000	4.7%	100.0%	
01-70-52300-730	FIRE DEPT-FIRE PREVENTION	2,179	2,587	121	2,000	2,000	6.1%	100.0%	
	SUBTOTAL OTHER	72,787	88,846	44,771	91,350	90,350	49.6%	101.1%	
	TOTAL EXPENDITURES	430,526	443,893	199,510	465,140	457,900	43.6%	101.6%	

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AMBULANCE - EMS

		12/31/22	12/31/23	YTD 06/30/24	PROJECTED 12/31/2024	BUDGET 12/31/24	YTD % BUDGET	PROJECTED % BUDGET	NOTES
	REVENUES								
01-75-42330-000	AMBULANCE GRANT - OTHER	(50,509)	(23,169)	(9,709)	(9,709)	-	100.0%	100.0%	State grants
01-75-43529-000	AMBULANCE - STATE GRANTS	-	(50,863)	-	-	-	100.0%	100.0%	
01-75-44230-110	REVENUE-ANDRES/EMS COLLECTIONS	(535,151)	(618,015)	(338,439)	(625,000)	(600,000)	56.4%	104.2%	
01-75-44230-130	AMB TRANSPORT FEES-TOWN PW	(6,600)	(5,700)	(5,100)	(7,000)	(5,000)	102.0%	140.0%	
01-75-44230-140	AMB TRANSPORT FEES-TOWN BELG	(3,150)	(4,350)	(2,400)	(3,000)	(3,000)	80.0%	100.0%	
01-75-44230-150	AMB TRANSPORT FEES-VILL BELG	-	(450)	(450)	(750)	(300)	150.0%	250.0%	
01-75-44230-200	AMBULANCE-MISC REVENUE	(1,359)	-	(450)	(500)	(2,500)	18.0%	20.0%	
	TOTAL EMS REVENUES	(608,964)	(706,338)	(356,548)	(645,959)	(610,800)	58.4%	105.8%	
	EXPENDITURES								
	SUBTOTAL WAGES	305,787	273,605	330,108	290,000	211,860	155.8%	136.9%	
	SUBTOTAL BENEFITS	41,610	49,672	71,333	71,520	50,065	142.5%	142.9%	
01-75-52550-310	AMBULANCE-ELECTRICTY	2,950	3,553	1,807	3,600	3,000	60.2%	120.0%	
01-75-52550-320	AMBULANCE-GAS/HEAT	1,448	1,659	886	1,800	2,000	44.3%	90.0%	
01-75-52550-330	AMBULANCE-WATER & SEWER	410	668	238	750	800	29.8%	93.8%	
01-75-52550-340	AMBULANCE-TELEPHONE	2,103	1,777	672	1,400	2,000	33.6%	70.0%	
	SUBTOTAL UTILITIES	6,911	7,658	3,605	7,550	7,800	46.2%	96.8%	
01-75-52550-350	AMBULANCE-GASOLINE	8,866	9,788	4,428	8,900	8,500	52.1%	104.7%	
01-75-52550-370	AMBULANCE-SUPPLIES	41,215	39,656	16,141	36,000	36,000	44.8%	100.0%	
01-75-52550-380	AMBULANCE-OUTSIDE SERVICES	43,748	49,991	23,798	50,000	50,000	47.6%	100.0%	
01-75-52550-360	AMBULANCE-REPAIRS&MAINTENANCE	8,179	3,746	(474)	7,500	7,500	-6.3%	100.0%	
01-75-52550-390	AMBULANCE-MISCELLANEOUS	3,859	6,415	2,618	5,000	5,000	52.4%	100.0%	
01-75-52550-410	AMBULANCE-TRAINING	953	1,822	259	2,500	3,500	7.4%	71.4%	
01-75-52550-420	AMBULANCE-CLOTHING	1,393	4,841	-	3,500	3,500	0.0%	100.0%	
01-75-52550-440	AMBULANCE-DUES & FEES	895	726	1,536	1,750	1,000	153.6%	175.0%	
01-75-52550-540	AMBULANCE-POSTAGE	71	181	115	200	200	57.6%	100.0%	
01-75-52550-550	AMBULANCE-VEHICLE MAINT	5,231	6,607	3,057	7,500	7,500	40.8%	100.0%	
01-75-52550-570	AMBULANCE-COMM EQUIP MAINT	103	-	-	1,000	1,000	0.0%	100.0%	
01-75-52550-580	AMBULANCE-OPS EQUIPMENT	384	-	-	4,500	5,000	0.0%	90.0%	
01-75-52550-590	AMBULANCE-GRANT EXPENSES	-	81,306	3,824	17,000	-	100.0%	100.0%	
	SUBTOTAL OTHER	114,896	205,080	55,301	145,350	128,700	43.0%	112.9%	
	TOTAL EXPENDITURES	469,203	536,014	460,346	514,420	398,425	115.5%	129.1%	

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STREETS DEPARTMENT

				YTD	PROJECTED	BUDGET	YTD %	PROJECTED %	
	EXPENDITURES	12/31/22	12/31/23	06/30/24	12/31/2024	12/31/24	BUDGET	BUDGET	NOTES
	SUBTOTAL WAGES	760,498	677,128	334,943	700,000	664,570	50.4%	105.3%	
	SUBTOTAL BENEFITS	332,844	285,329	129,616	325,000	310,430	41.8%	104.7%	
01-79-54350-370	SNOW & ICE-SUPPLIES	53,353	57,542	44,505	59,200	59,200	75.2%	100.0%	
01-79-54410-370	SIGNS & MARKING-SUPPLIES	26,394	24,699	16,963	30,000	30,000	56.5%	100.0%	
01-79-54110-370	MACHINERY & TRUCKS-SUPPLIES	84,543	103,436	48,793	88,230	88,230	55.3%	100.0%	
01-79-54310-370	STREET REPAIRS-SUPPLIES	65,567	68,472	21,249	67,625	67,625	31.4%	100.0%	
01-79-54420-310	ST LIGHTING/SIGNALS-ELECTRICTY	215,357	232,735	127,564	250,000	220,000	58.0%	113.6%	
01-79-54710-380	GARBAGE & RECYCLING COLL-CONTR	478,312	504,660	257,776	510,000	510,000	50.5%	100.0%	
	SUBTOTAL MAJOR OPS	923,527	991,545	516,849	1,005,055	975,055	53.0%	103.1%	
01-79-54112-350	GAS & OIL-GASOLINE	11,407	14,794	4,534	13,500	13,500	33.6%	100.0%	
01-79-54112-390	GAS & OIL-MISCELLANEOUS	1,239	1,495	1,757	1,470	1,470	119.5%	100.0%	
01-79-54112-650	GAS & OIL-OIL	5,200	7,334	-	6,450	6,450	0.0%	100.0%	
01-79-54112-690	GAS & OIL-DIESEL	53,591	48,566	16,912	49,000	49,000	34.5%	100.0%	
	SUBTOTAL FUEL	71,437	72,189	23,204	70,420	70,420	33.0%	100.0%	
01-79-54120-310	GARAGE-ELECTRICITY	13,769	24,422	12,234	25,000	25,000	48.9%	100.0%	
01-79-54120-320	GARAGE-HEATING,GAS, & OIL	14,805	21,081	9,923	20,000	20,000	49.6%	100.0%	
01-79-54120-330	GARAGE-WATER & SEWER	3,682	4,170	1,693	4,600	6,000	28.2%	76.7%	
01-79-54120-340	GARAGE-TELEPHONE	9,395	8,112	3,687	7,800	10,000	36.9%	78.0%	
	SUBTOTAL UTILITIES	41,651	57,785	27,537	57,400	61,000	45.1%	94.1%	
01-79-54120-360	GARAGE-REPAIRS & MAINTENANCE	7,892	10,785	9,782	12,500	7,275	134.5%	171.8%	
01-79-54120-370	GARAGE-SUPPLIES	4,496	6,677	4,091	6,000	5,500	74.4%	109.1%	
01-79-54220-750	STREET COMMISSIONER-CONFERENCE	-	500	-	500	500	0.0%	100.0%	
01-79-54420-360	ST LIGHTING/SIGNALS-REPAIRS	10,636	7,275	784	6,525	6,525	12.0%	100.0%	
01-79-54420-370	ST LIGHTING/SIGNALS-SUPPLIES	(1,070)	2,186	75	2,080	2,080	3.6%	100.0%	
01-79-54430-370	TREE & BRUSH-SUPPLIES	5,619	5,882	2,179	5,300	5,300	41.1%	100.0%	
01-79-54430-630	TREE & BRUSH-TREES	10,209	10,150	6,107	10,150	10,150	60.2%	100.0%	nursery stock
01-79-54450-370	STORM SEWERS-SUPPLIES	19,682	15,596	10,397	20,400	20,400	51.0%	100.0%	
01-79-54450-380	STORM SEWERS-CONTRACTUAL	-	1,460	-	4,000	4,000	0.0%	100.0%	
01-79-54711-380	YARD-BRUSH	6,500	1,500	-	3,000	7,000	0.0%	42.9%	brush grinding
01-79-55340-370	CELEBRATIONS-SUPPLIES	4,330	3,279	1,113	3,430	3,430	32.5%	100.0%	
01-79-55340-390	CELEBRATIONS-MISCELLANEOUS	18,500	18,129	18,000	18,000	18,500	97.3%	97.3%	Fish Days fireworks
01-79-55340-490	CELEBRATIONS-CITY BAND	5,400	6,000	-	6,000	5,500	0.0%	109.1%	
01-79-56130-370	WEED CUTTING-SUPPLIES	5,152	4,762	5,070	6,200	6,200	81.8%	100.0%	
01-79-56135-610	STREETS-MISC TOOLS/EQUIP	-	-	1,314	5,000	5,000	26.3%	100.0%	
01-79-56135-000	MISC EXPENSES/IMPROVEMENTS	25,999	36,317	5,184	8,000	-	100.0%	100.0%	
	SUBTOTAL OTHER	123,344	130,500	64,097	117,085	107,360	59.7%	109.1%	
	TOTAL EXPENDITURES	2,253,300	2,214,475	1,096,246	2,274,960	2,188,835	50.1%	103.9%	

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SENIOR CENTER

		Hard coded		YTD	PROJECTED	BUDGET	YTD %	PROJECTED %	
		12/31/22	12/31/23	06/30/24	12/31/2024	12/31/24	BUDGET	BUDGET	NOTES
REVENUES									
01-90-44619-000	SENIOR CITIZENS-LOCAL MEMBER	(9,309)	(11,154)	(7,415)	(7,465)	(11,000)	67.4%	67.9%	
01-90-44619-100	SENIOR CITIZENS-OTHER MEMBER	-	(500)	(1,899)	(4,999)	(500)	379.8%	999.8%	
01-90-44620-000	SENIOR CENTER-CLASS REVENUE	(11,786)	(8,391)	(6,746)	(8,000)	(8,000)	84.3%	100.0%	
01-90-44621-000	SENIOR CENTER-TRIP REVENUE	(37,973)	(43,737)	(21,537)	(31,322)	(40,000)	53.8%	78.3%	
01-90-44622-000	SENIOR CENTER-EVENT REVENUE	(6,931)	(11,735)	(6,880)	(9,420)	(9,000)	76.4%	104.7%	
01-90-44623-000	SENIOR CENTER-SPONSOR REVENUE	(1,925)	(3,035)	(1,915)	(2,115)	(3,000)	63.8%	70.5%	
01-90-44624-000	SENIOR CENTER-DONATIONS	(1,165)	(2,204)	(450)	(500)	(500)	90.0%	100.0%	
01-90-44625-000	SENIOR CENTER-ADMIN & OPERATIO	(3,539)	(3,459)	(691)	(700)	(3,000)	23.0%	23.3%	
01-90-47000-000	SENIOR CENTER-MISC. REVENUE	(16,176)	(13,130)	(4,670)	(9,330)	(13,000)	35.9%	71.8%	
	TOTAL REVENUES	(88,803)	(97,346)	(52,203)	(73,851)	(88,000)	59.3%	83.9%	
EXPENDITURES									
	SUBTOTAL WAGES	83,828	87,983	48,034	110,000	90,250	53.2%	121.9%	
	SUBTOTAL BENEFITS	35,511	34,710	12,642	29,350	30,685	41.2%	95.6%	
01-90-55130-310	SENIOR CITIZENS-ELECTRICITY	4,938	5,036	2,595	5,200	5,000	51.9%	104.0%	
01-90-55130-320	SENIOR CITIZENS-GAS HEATING	4,562	4,076	2,013	4,000	4,000	50.3%	100.0%	
01-90-55130-330	SENIOR CITIZENS-WATER	540	826	264	800	750	35.1%	106.7%	
01-90-55130-340	SENIOR CITIZENS-TELEPHONE	4,183	4,774	2,722	3,500	3,500	77.8%	100.0%	
	SUBTOTAL UTILITIES	14,223	14,713	7,594	13,500	13,250	57.3%	101.9%	
01-90-55130-800	SENIOR CITIZENS-CLASSES	8,395	8,539	5,212	7,818	6,000	86.9%	130.3%	
01-90-55130-850	SENIOR CITIZENS-TRIPS	40,825	42,778	20,343	29,811	38,000	53.5%	78.5%	
01-90-55130-855	SENIOR CITIZENS-EVENTS	11,282	19,680	11,269	14,794	16,000	70.4%	92.5%	
	SUBTOTAL ACTIVITIES	60,503	70,998	36,824	52,423	60,000	61.4%	87.4%	
01-90-55130-370	SENIOR CITIZENS-SUPPLIES	8,385	8,961	4,347	8,694	10,000	43.5%	86.9%	
01-90-55130-380	SENIOR CITIZENS-COPIER	3,966	3,196	3,464	6,827	4,000	86.6%	170.7%	
01-90-55130-390	SENIOR CITIZENS-MISCELLANEOUS	4,031	3,367	1,519	3,038	3,000	50.6%	101.3%	
01-90-55130-540	SENIOR CITIZENS-POSTAGE	3,507	3,881	1,498	2,401	3,000	49.9%	80.0%	
01-90-55130-620	SENIOR CITIZENS-BLDG MAINT	7,010	7,389	4,249	7,020	6,500	65.4%	108.0%	
01-90-55130-750	SENIOR CITIZENS-CONFERENCES	442	1,545	703	1,446	1,500	46.9%	96.4%	
	SUBTOTAL OTHER	27,341	28,339	15,780	29,426	28,000	56.4%	105.1%	
	TOTAL EXPENDITURES	221,406	236,744	120,875	234,699	222,185	54.4%	105.6%	

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RECREATION

		12/31/22	12/31/23	YTD 06/30/24	PROJECTED 12/31/2024	BUDGET 12/31/24	YTD % BUDGET	PROJECTED % BUDGET	NOTES
	REVENUES								
01-93-44620-000	PARK & REC-GENERAL SALES TAX	6,664	16,699	8,657	15,000	15,000	57.7%	100.0%	
01-93-44620-210	PARK & REC-REV-ADS	(1,800)	(2,700)	(1,150)	(20,000)	(3,500)	32.9%	571.4%	
01-93-44620-350	PARK & REC-REV-MISCELLANEOUS	(2,555)	(794)	-		(500)	0.0%	0.0%	
01-93-44620-400	PARK & REC-REV-SWIMMING POOL	(90,033)	(90,203)	(60,944)	(105,000)	(97,500)	62.5%	107.7%	
01-93-44620-450	PARK&REC-REV-CONCESSIONS	(27,263)	(20,817)	(5,841)	(22,000)	(27,000)	21.6%	81.5%	
01-93-44620-500	PARK & REC-REV-PLAYGROUND	(25,839)	(14,200)	(14,900)	(15,300)	(20,000)	74.5%	76.5%	
01-93-44620-510	PARK & REC-REV-ADULT LEAGUES	(5,911)	(4,800)	-	-	(10,000)	0.0%	0.0%	
01-93-44620-515	PARK&REC-REV-SUMMER THEATER	(28,957)	(53,089)	(37,894)	(50,000)	(30,000)	126.3%	166.7%	
01-93-44620-560	PARK & REC-REV-GYM ACTIVITIES	(80,949)	(83,303)	(76,830)	(95,000)	(90,000)	85.4%	105.6%	
01-93-44620-561	PARK&REC-PORT FITNESS	(6,441)	(7,977)	(3,165)	(6,000)	(10,000)	31.7%	60.0%	
01-93-44620-565	PARK&REC-REV SPECIAL EVENTS	(5,021)	(4,943)	(23)	(4,000)	(5,000)	0.5%	80.0%	
01-93-44620-610	PARK & REC-REV-PARK RENTAL	(33,040)	(30,680)	(28,119)	(36,000)	(35,000)	80.3%	102.9%	
	TOTAL RECREATION REVENUES	(301,146)	(296,806)	(220,208)	(338,300)	(313,500)	70.2%	107.9%	
	EXPENDITURES								
	SUBTOTAL WAGES	275,236	309,680	130,237	380,000	389,520	33.4%	97.6%	
	SUBTOTAL BENEFITS	71,807	81,352	33,144	90,000	90,410	36.7%	99.5%	
01-93-55230-310	SWIMMING POOL-ELECTRICITY	563	15,678	3,728	8,000	10,000	37.3%	80.0%	
01-93-55230-320	SWIMMING POOL-NATURAL GAS	1,333	3,593	2,434	5,000	5,000	48.7%	100.0%	
01-93-55230-330	SWIMMING POOL-WATER	4,617	7,979	432	4,000	11,000	3.9%	36.4%	
01-93-55230-360	SWIMMING POOL-EQUIPMENT REPAIR	14,162	8,418	2,966	12,000	13,000	22.8%	92.3%	
01-93-55230-370	SWIMMING POOL-SUPPLIES	9,638	6,263	3,568	7,000	7,000	51.0%	100.0%	
01-93-55230-380	SWIMMING POOL-CONTRACTUAL	23,309	33,414	15,959	25,000	23,000	69.4%	108.7%	
01-93-55230-410	SWIMMING POOL-TRAINING	1,991	1,726	1,393	2,500	3,000	46.4%	83.3%	
01-93-55230-580	SWIMMING POOL-EQUIPMENT	1,536	1,137	95	3,000	3,000	3.2%	100.0%	
01-93-55256-370	CONCESSIONS-SUPPLIES	19,455	13,740	6,095	15,000	29,500	20.7%	50.8%	
	SUBTOTAL POOL	76,603	91,948	36,671	81,500	104,500	35.1%	78.0%	
01-93-55310-310	REC MAINT-ELECTRICITY	23,259	7,261	321	2,000	13,000	2.5%	15.4%	
01-93-55310-320	REC MAINT-GAS FOR HEATING	19,690	3,980	421	3,000	4,000	10.5%	75.0%	
01-93-55310-330	REC MAINT-WATER	35,021	24,336	4,703	12,000	12,000	39.2%	100.0%	
01-93-55210-340	REC ADMIN-TELEPHONE	9,534	9,844	4,099	8,500	7,500	54.7%	113.3%	
	SUBTOTAL UTILITIES	87,505	45,421	9,543	25,500	36,500	26.1%	69.9%	

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RECREATION

		12/31/22	12/31/23	YTD 06/30/24	PROJECTED 12/31/2024	BUDGET 12/31/24	YTD % BUDGET	PROJECTED % BUDGET	NOTES
01-93-55210-370	REC ADMIN-SUPPLIES	1,698	536	444	1,400	2,000	22.2%	70.0%	
01-93-55210-380	REC ADMIN-CONTRACTUAL	755	3,552	1,051	2,000	1,300	80.8%	153.8%	
01-93-55210-390	REC ADMIN-MISCELLANEOUS OPER	9,171	7,942	5,300	7,000	7,500	70.7%	93.3%	
01-93-55210-410	REC ADMIN-TRAINING	3,632	3,803	939	3,500	4,000	23.5%	87.5%	
01-93-55210-510	REC ADMIN-PRINTING	4,873	6,416	2,924	6,000	6,000	48.7%	100.0%	
01-93-55210-540	REC ADMIN-POSTAGE	71	16	-	150	300	0.0%	50.0%	
01-93-55210-560	REC ADMIN-MAINT CONTRACT	9,497	4,982	532	4,500	5,000	10.6%	90.0%	
01-93-55210-580	REC ADMIN-EQUIPMENT	1,191	147	792	2,000	2,500	31.7%	80.0%	
01-93-55253-370	ADULT LEAGUES-SUPPLIES	275	42	-	500	1,000	0.0%	50.0%	
01-93-55253-380	ADULT LEAGUES-CONTRACT FEES	4,238	2,940	-	4,000	5,000	0.0%	80.0%	
01-93-55253-580	ADULT LEAGUES-AWARDS	38	165	-	200	2,000	0.0%	10.0%	
01-93-55250-370	PLAYGROUND-SUPPLIES	2,830	2,322	322	1,500	2,000	16.1%	75.0%	
01-93-55250-380	PLAYGROUND-CONTRACT SERVICES	3,200	-	-	-	1,500	0.0%	0.0%	
01-93-55255-370	SUMMER THEATER-SUPPLIES	11,931	23,357	11,002	24,000	11,000	100.0%	218.2%	
01-93-55255-440	SUMMER THEATER-FEES	5,833	2,170	500	6,000	10,000	5.0%	60.0%	
01-93-55258-370	SPECIAL EVENTS-SUPPLIES	5,908	2,878	1,138	3,500	4,000	28.5%	87.5%	
01-93-55310-360	REC MAINT-REPAIRS	1,732	918	400	1,000	2,000	20.0%	50.0%	
01-93-55310-370	REC MAINT-SUPPLIES	2,125	3,366	646	2,000	500	129.3%	400.0%	
01-93-55310-630	REC MAINT-GROUNDS MAINTENANCE	599	464	19,008	20,000	3,000	633.6%	666.7%	water service line repair
01-93-55322-370	GYM ACTIVITIES-SUPPLIES	7,850	8,068	6,038	8,000	6,000	100.6%	133.3%	
01-93-55322-560	GYM ACTIVITIES-CONTRACTS	12,225	10,798	4,571	12,000	12,000	38.1%	100.0%	
	SUBTOTAL OTHER	89,674	84,882	55,608	109,250	88,600	62.8%	123.3%	
	TOTAL EXPENDITURES	600,824	613,283	265,204	686,250	709,530	37.4%	96.7%	

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PARKS & FORESTRY

	EXPENDITURES	12/31/22	12/31/23	YTD 06/30/24	PROJECTED 12/31/2024	BUDGET 12/31/24	YTD % BUDGET	PROJECTED % BUDGET	NOTES
	SUBTOTAL WAGES	241,625	264,752	124,660	318,820	319,220	39.1%	99.9%	
	SUBTOTAL BENEFITS	89,530	116,374	68,145	130,800	116,500	58.5%	112.3%	
01-93-55410-310	PARK MAINT-ELECTRICITY	5,499	6,246	6,324	13,000	5,000	126.5%	260.0%	budget is low
01-93-55410-320	PARK MAINT-GAS FOR HEATING	4,772	2,628	425	1,000	3,500	12.2%	28.6%	
01-93-55410-330	PARK MAINT-WATER	253	2,248	679	2,000	1,000	67.9%	200.0%	
01-93-55412-310	PUBLIC RESTROOMS-ELECTRICITY	9,765	10,194	6,180	12,000	10,000	61.8%	120.0%	
01-93-55412-330	PUBLIC RESTROOMS-WATER	7,930	9,331	1,820	8,000	10,000	18.2%	80.0%	
01-93-55410-340	PARK MAINT-TELEPHONE	-	-	-	-	-	100.0%	100.0%	
	SUBTOTAL UTILITIES	28,219	30,648	15,429	36,000	29,500	52.3%	122.0%	
01-93-55410-350	PARK MAINT-GASOLINE	13,689	13,689	6,876	12,000	12,000	57.3%	100.0%	
	SUBTOTAL FUEL	13,689	13,689	6,876	12,000	12,000	57.3%	100.0%	
01-93-55410-360	PARK MAINT-REPAIRS	5,344	6,646	2,399	6,000	6,700	35.8%	89.6%	
01-93-55410-370	PARK MAINT-SUPPLIES	14,790	21,185	16,118	20,000	16,500	97.7%	121.2%	
01-93-55410-390	PARK MAINT-OUTSIDE SERVICES	6,742	6,267	1,628	6,500	6,700	24.3%	97.0%	
01-93-55410-410	PARK MAINT-TRAINING	-	275	2,420	3,000	1,000	242.0%	300.0%	
01-93-55410-550	PARK MAINT-VEHICLE MAINT	6,061	3,301	4,645	6,000	5,000	92.9%	120.0%	
01-93-55410-570	PARK MAINT-TREES	8,446	5,348	-	5,000	5,200	0.0%	96.2%	
01-93-55410-580	PARK MAINT-PICNIC TABLES	-	2,550	-	2,500	2,600	0.0%	96.2%	
01-93-55410-610	PARK MAINT-EQUIPMENT	5,466	28,728	11,736	15,000	15,000	78.2%	100.0%	
01-93-55410-630	PARK MAINT-GROUNDS MAINTENANCE	15,139	12,255	7,282	15,000	16,000	45.5%	93.8%	landscaping
01-93-55412-370	PUBLIC RESTROOMS-SUPPLIES	6,116	7,162	5,200	6,500	6,700	77.6%	97.0%	
01-93-55412-380	PUBLIC RESTROOMS-CONTRACTUAL	3,295	3,094	1,700	3,200	3,200	53.1%	100.0%	
	SUBTOTAL OTHER	71,399	96,812	53,130	88,700	84,600	62.8%	104.8%	
	TOTAL EXPENDITURES	444,463	522,274	268,239	586,320	561,820	47.7%	104.4%	

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PLANNING

	EXPENDITURES	YTD			PROJECTED	BUDGET	YTD %	PROJECTED %	NOTES
		12/31/22	12/31/23	06/30/24	12/31/2024	12/31/24	BUDGET	BUDGET	
	SUBTOTAL WAGES	91,792	82,237	48,451	92,995	89,245	54.3%	104.2%	
	SUBTOTAL BENEFITS	47,664	44,516	19,191	43,870	43,950	43.7%	99.8%	
01-96-56700-370	PLANNING & DEVEL-SUPPLIES	2,166	1,009	727	727	2,000	36.3%	36.4%	
01-96-56700-390	PLANNING & DEVEL-MISCELLANEOUS	14	800	-		400	0.0%	0.0%	
01-96-56700-410	PLANNING & DEVEL-PROF DEVELOP	596	-	-	1,057	1,500	0.0%	70.5%	
01-96-56700-430	PLANNING & DEVEL-MILEAGE	328	-	-	120	200	0.0%	60.0%	
01-96-56700-440	PLANNING & DEVEL-DUES & FEES	265	372	-	495	500	0.0%	99.0%	
01-96-56700-510	PLANNING & DEVEL-SUBSC/ADVERTI	955	50	170	170	200	85.0%	85.0%	
01-96-56700-540	PLANNING & DEVEL-POSTAGE	195	5	92	100	200	46.1%	50.0%	
	SUBTOTAL OTHER	4,519	2,237	989	2,669	5,000	19.8%	53.4%	
	TOTAL EXPENDITURES	143,975	128,990	68,632	139,534	138,195	49.7%	101.0%	

2024 QUARTERLY BUDGET REPORT - JUNE 30, 2024

LIBRARY

		12/31/22	12/31/23	YTD 06/30/24	PROJECTED 12/31/2024	BUDGET 12/31/24	YTD % BUDGET	PROJECTED % BUDGET	NOTES
	REVENUES								
23-23-41110-000	PROPERTY TAX LEVY	(508,293)	(511,276)	(565,010)	(565,010)	(565,010)	100.0%	100.0%	
23-23-42920-000	COUNTY REIMBURSEMENT	(114,616)	(129,116)	(112,042)	(112,042)	(110,325)	101.6%	101.6%	County pays in April
23-23-42920-200	DONATIONS	(35,847)	(21,561)	(11,017)	(20,000)	-	100.0%	100.0%	
23-23-44611-000	LIBRARY MISC REVENUES	(20,131)	(18,992)	(9,485)	(15,000)	(16,000)	59.3%	93.8%	
	TOTAL REVENUES	(709,831)	(690,945)	(698,746)	(712,052)	(691,335)	101.1%	103.0%	
	EXPENDITURES								
	SUBTOTAL WAGES	353,544	376,931	184,031	398,000	398,450	46.2%	99.9%	
	SUBTOTAL BENEFITS	130,399	113,255	58,361	130,200	131,685	44.3%	98.9%	
23-23-55110-310	LIBRARY-ELECTRICITY	23,578	23,294	10,433	21,000	20,000	52.2%	105.0%	
23-23-55110-320	LIBRARY-GAS HEATING	17,794	9,639	3,749	10,000	18,000	20.8%	55.6%	
23-23-55110-330	LIBRARY-WATER	1,641	2,022	659	2,500	3,000	22.0%	83.3%	
23-23-55110-340	LIBRARY-TELEPHONE	7,402	6,758	3,336	6,800	7,200	46.3%	94.4%	
	SUBTOTAL UTILITIES	50,414	41,712	18,176	40,300	48,200	37.7%	83.6%	
23-23-55110-360	LIBRARY-REPAIRS & MAINTENANCE	8,242	7,314	2,157	4,800	5,000	43.1%	96.0%	
	SUBTOTAL MAINTENANCE	8,242	7,314	2,157	4,800	5,000	43.1%	96.0%	
23-23-55110-510	LIBRARY-BOOKS/SUBSCRIPTIONS	46,945	54,369	36,386	65,000	65,000	56.0%	100.0%	
	SUBTOTAL BOOKS	46,945	54,369	36,386	65,000	65,000	56.0%	100.0%	
23-23-55110-370	LIBRARY-SUPPLIES	6,132	5,563	3,489	5,000	5,000	69.8%	100.0%	
23-23-55110-390	LIBRARY-MISC OPERATING	17,180	4,565	4,001	4,500	2,000	200.0%	225.0%	
23-23-55110-430	LIBRARY-TRAVEL/MILEAGE	1,313	2,484	335	2,000	2,000	16.8%	100.0%	
23-23-55110-560	LIBRARY-MAINT CONTRACT	32,479	30,785	25,846	30,000	30,000	86.2%	100.0%	
23-23-55110-620	LIBRARY-BUILDING MAINT	4,902	2,469	5	1,000	2,000	0.2%	50.0%	
23-23-55110-730	LIBRARY-SUMMER READING PROGRAM	1,000	1,962	490	2,000	2,000	24.5%	100.0%	
23-23-55110-900	LIBRARY- DONATIONS RELATED	-	17,173	8,540	15,000	-	100.0%	100.0%	
	SUBTOTAL OTHER	63,006	65,000	42,705	59,500	43,000	99.3%	138.4%	
	TOTAL EXPENDITURES	686,627	658,581	341,816	697,800	691,335	49.4%	100.9%	
	SURPLUS (DEFICIT)	23,204	32,364		14,252	-			

2024 QUARTERLY BUDGET REPORT - JUNE 30, 2024

DEBT SERVICE

		12/31/22	12/31/23	YTD 06/30/24	PROJECTED 12/31/2024	BUDGET 12/31/24	YTD % BUDGET	PROJECTED % BUDGET	NOTES
	REVENUES								
02-02-41110-000	LOCAL LEVY	(3,041,218)	(3,346,492)	(3,811,600)	(3,811,600)	(3,811,600)	100.0%	100.0%	
02-02-44450-000	TRANSFER FROM MARINA	(204,800)	-	-	-	(245,300)	0.0%	0.0%	no longer applies
02-02-44452-000	TRANSFERS FROM TIF2	-	-	(240,177)	(384,920)	(384,920)	62.4%	100.0%	
02-02-44453-000	TRANSFERS FROM TIF3	-	-	(3,063)	(56,125)	(56,125)	5.5%	100.0%	
02-02-47991-000	SPECIAL ASSESSMENTS-SIDEWALK	(1,691)	(2,536)	-	-	-	100.0%	100.0%	
	TOTAL REVENUES	(3,247,709)	(3,349,028)	(4,054,839)	(4,252,645)	(4,497,945)	90.1%	94.5%	
	EXPENDITURES								
02-02-58100-600	DEBT SERVICE PRINCIPAL	2,665,000	2,690,000	1,268,991	3,388,991	3,618,990	35.1%	93.6%	
02-02-58200-780	DEBT SERVICE INTEREST	581,018	656,491	398,397	837,415	878,955	45.3%	95.3%	
02-02-58300-793	D/S ISSUANCE EXPENSES	475	950	475	950	-	100.0%	100.0%	
	TOTAL EXPENDITURES	3,246,493	3,347,441	1,667,862	4,227,356	4,497,945	37.1%	94.0%	
	SURPLUS (DEFICIT)	1,216	1,586	2,386,977	25,289	-			

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RECYCLING

				YTD	PROJECTED	BUDGET	YTD %	PROJECTED %	
	REVENUES	12/31/22	12/31/23	06/30/24	12/31/2024	12/31/24	BUDGET	BUDGET	NOTES
03-03-42580-000	STATE AID-RECYCLING GRANT	(19,223)	(19,232)	(19,261)	(19,261)	(20,000)	96.3%	96.3%	
03-03-44530-000	REV-RESIDENTIAL RECYCLING	(203,288)	(213,363)	(219,136)	(219,136)	(225,000)	97.4%	97.4%	
03-03-44531-000	REV-CONDO RECYCLING	-	-	-	-	-	100.0%	100.0%	
03-03-44532-000	REV-CONDO GARBAGE	(21,534)	(22,381)	(22,381)	(22,381)	(25,000)	89.5%	89.5%	
03-03-47910-000	REFUND OF PRIOR YR EXPENSE	-	-	-	-	-	100.0%	100.0%	
	TOTAL REVENUES	(244,045)	(254,976)	(260,778)	(260,778)	(270,000)	96.6%	96.6%	
	EXPENDITURES								
03-03-54711-380	RECYCLING-PMT TO CONTRACTOR	251,313	243,551	123,833	250,000	260,000	47.6%	96.2%	
03-03-54711-381	GARBAGE-PMT TO CONTRACTOR	-	-	-	-	-	100.0%	100.0%	
03-03-51320-760	RECYCLE ADMIN EXPENSE	9,950	6,443	-	(8,000)	10,000	0.0%	-80.0%	JD Hoile YE entry
	TOTAL EXPENDITURES	261,263	249,994	123,833	242,000	270,000	45.9%	89.6%	
	SURPLUS (DEFICIT)	(17,218)	4,982	136,945	18,778	-			

2024 QUARTERLY BUDGET REPORT - JUNE 30, 2024

TAX INCREMENTAL DISTRICT 2

				YTD	PROJECTED	BUDGET	YTD %	
	REVENUES	12/31/22	12/31/23	06/30/24	12/31/2024	12/31/24	BUDGET	NOTES
15-15-41120-000	TAX INCREMENT	(384,130)	(648,931)	(748,416)	(748,416)	(825,000)	90.7%	
15-15-42310-000	STATE AID-EXEMPT PP	-	(1,394)	(1,394)	(1,394)	-	100.0%	
15-15-42630-000	STATE AID-EXEMPT COMPUTER	(15,263)	(13,869)	-	(13,869)	(13,865)	0.0%	
15-15-47000-000	MISCELLANEOUS REVENUE	-	(81,012)	(326,730)	(326,730)	-	100.0%	TBF escrow, WEDC grant
15-15-49200-000	BOND PROCEEDS	(922,960)	-	-	-	-	100.0%	
	TOTAL REVENUES	(1,322,352)	(745,205)	(1,076,540)	(1,090,409)	(838,865)	128.3%	
	EXPENDITURES							
15-15-51320-380	TIF II ADMIN-CONTRACTUAL	192,028	33,248	8,250	8,500	10,000	82.5%	
15-15-51320-760	TIF II ADMIN-AUDIT EXP	29,790	21,875	-	25,000	30,000	0.0%	
15-15-56700-380	LOAN FINANCIAL ASSISTANCE	87,960	-	-	-	-	100.0%	
15-15-56700-500	DEVELOPER GRANTS	-	1,282,014	606,310	606,310	300,000	202.1%	\$250k WEDC, \$300K Newport
15-15-58200-780	DEBT SERVICE INTEREST	32,457	82,728	-	-	65,930	0.0%	no longer used
15-15-58300-790	DEBT SERVICE PRINCIPAL	259,784	305,273	-	-	319,000	0.0%	no longer used
15-15-58300-793	DEBT ISSUANCE EXPENSE	(38,460)	-	-	-	-	100.0%	
15-15-59200-000	DEBT SERVICE TRANSFERS	-	-	240,177	384,920	-	100.0%	new accounting
	TOTAL EXPENDITURES	563,559	1,725,138	854,736	1,024,730	724,930	117.9%	
	SURPLUS (DEFICIT)	758,793	(979,932)	221,804	65,679	113,935		

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TAX INCREMENTAL DISTRICT 3

				YTD	PROJECTED	BUDGET	YTD %	
	REVENUES	12/31/22	12/31/23	06/30/24	12/31/2024	12/31/24	BUDGET	NOTES
09-09-41120-000	TAX INCREMENT	(42,536)	(52,286)	(71,866)	(71,866)	(80,000)	89.8%	
09-09-41110-100	STATE AID-EXEMPT COMPUTER	(4,861)	(4,861)	-	(4,861)	(4,860)	0.0%	
09-09-47000-000	MISCELLANEOUS REVENUE	-	-	-	-	-	100.0%	
09-09-49200-000	LOAN PROCEEDS	-	-	-	-	-	100.0%	
	TOTAL REVENUES	(47,397)	(57,147)	(71,866)	(76,727)	(84,860)	84.7%	
	EXPENDITURES							
09-09-91320-380	TIF ADMINISTRATION-CONTRACTUAL	1,223	150	150	150	150	100.0%	
09-09-91320-760	TIF ADMINISTRATION-AUDIT EXP	29,790	8,750	-	10,000	30,000	0.0%	
09-09-98300-770	PRINCIPAL ON TIF NOTE	50,000	50,000	-	-	50,000	0.0%	no longer used
09-09-98300-780	INTEREST ON TIF NOTE	8,375	7,250	-	-	6,125	0.0%	no longer used
09-09-98300-795	DISCOUNT-BOND ISSUE	-	-	-	-	-	100.0%	
09-09-59200-000	DEBT SERVICE TRANSFERS	-	-	3,063	56,125	-	100.0%	new accounting
	TOTAL EXPENDITURES	89,388	66,150	3,213	66,275	86,275	3.7%	
	SURPLUS (DEFICIT)	(41,990)	(9,003)	68,654	10,452	(1,415)		

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TAX INCREMENTAL DISTRICT 4

				YTD	PROJECTED	BUDGET	YTD %	
	REVENUES	12/31/22	12/31/23	06/30/24	12/31/2024	12/31/24	BUDGET	NOTES
26-26-41120-000	TAX INCREMENT	(45,005)	(41,851)	(48,990)	(48,990)	(50,000)	98.0%	
26-26-42630-000	STATE AID-EXEMPT COMPUTER	-	-	-	-	-	100.0%	
26-26-47000-000	MISCELLANEOUS REVENUE	-	-	-	-	-	100.0%	
	TOTAL REVENUES	(45,005)	(41,851)	(48,990)	(48,990)	(50,000)	98.0%	
	EXPENDITURES							
26-26-51320-380	TIF III ADMIN-CONTRACTUAL	150	150	150	150	150	100.0%	
26-26-51320-760	TIF III ADMIN-AUDIT EXP	-	-	-	-	-	100.0%	
26-26-56700-380	LOAN FINANCIAL ASSISTANCE	42,754	39,758	46,541	46,541	47,500	98.0%	
	TOTAL EXPENDITURES	42,904	39,908	46,691	46,691	47,650	98.0%	
	SURPLUS (DEFICIT)	2,100	1,943	2,300	2,299	2,350		

2024 QUARTERLY BUDGET REPORT - JUNE 30, 2024

WASTEWATER

7/31/2024									
		12/31/22	12/31/23	YTD 06/30/24	PROJECTED 12/31/2024	BUDGET 12/31/24	YTD % BUDGET	PROJECTED % BUDGET	NOTES
	REVENUES								
04-04-44510-000	REVENUES-SEWER BASE	(2,342,798)	(2,065,731)	(633,945)	(1,275,000)	(1,275,000)	49.7%	100.0%	
04-04-44510-100	REVENUES-SEWER VOLUME	-	(391,151)	(598,553)	(1,250,000)	(1,250,000)	47.9%	100.0%	
04-04-44510-300	SEWER CONNECTION FEES	(28,184)	(41,219)	(35,534)	(50,000)	(35,000)	101.5%	142.9%	
04-04-44511-000	REVENUE-DISPOSAL SERVICES	(342,571)	(434,441)	(189,842)	(330,000)	(330,000)	57.5%	100.0%	
04-04-44512-000	REVENUE-SEWER SURCHARGE	(26,056)	(34,338)	(22,205)	(40,000)	(31,000)	71.6%	129.0%	
04-04-44513-000	REVENUE-PENALTIES	(11,138)	(12,394)	(6,680)	(15,000)	(11,000)	60.7%	136.4%	
04-04-44515-000	INTEREST AND DIVIDEND INCOME	(62,347)	(199,952)	(147,612)	(250,000)	(150,000)	98.4%	166.7%	
04-04-44516-000	MISCELLANEOUS NONOPERATING INC	(84,022)	(3,783)	(1,659)	(5,000)	(8,000)	20.7%	62.5%	
04-04-47100-001	COURT ORDERED RESTITUTION	(195,664)	(58,283)	-	-	-	100.0%	100.0%	not applicable in 2024
	TOTAL REVENUES	(3,092,778)	(3,241,292)	(1,636,030)	(3,215,000)	(3,090,000)	52.9%	104.0%	
	EXPENDITURES								
	SUBTOTAL WAGES	462,758	500,152	256,878	569,000	569,115	45.1%	100.0%	
	SUBTOTAL BENEFITS	105,221	150,436	78,282	221,000	221,200	35.4%	99.9%	
04-04-54620-360	WWTP-REPAIRS AND MAINTENANCE	71,552	112,308	55,883	110,000	90,000	62.1%	122.2%	
04-04-54620-380	WWTP-SLUDGE DISPOSAL	44,769	82,803	-	75,000	75,000	0.0%	100.0%	
04-04-54620-400	WWTP-GRIT DISPOSAL	7,429	-	-	0	8,500	0.0%	0.0%	"included" with Harter's contract
04-04-54620-660	WWTP-FERROUS CHLORIDE	74,846	62,231	36,062	80,000	80,000	45.1%	100.0%	
04-04-54620-710	WWTP-LAB	39,481	32,636	22,566	38,000	38,000	59.4%	100.0%	
	SUBTOTAL WWTP OPS	238,077	289,977	114,511	303,000	291,500	39.3%	103.9%	
04-04-54610-310	SANITARY SEWERS-ELECTRIC	23,296	26,287	14,618	30,000	42,000	34.8%	71.4%	
04-04-54610-320	SANITARY SEWERS-NATURAL GAS	1,536	2,009	1,527	4,000	4,000	38.2%	100.0%	
04-04-54610-330	SANITARY SEWERS-WATER	2,589	4,145	1,641	4,000	4,000	41.0%	100.0%	
04-04-54620-310	WWTP-ELECTRIC	76,015	131,323	68,523	140,000	130,000	52.7%	107.7%	
04-04-54620-320	WWTP-GAS HEATING	74,619	20,643	15,157	25,000	25,000	60.6%	100.0%	
04-04-54620-330	WWTP-WATER	7,837	7,642	1,943	8,000	12,000	16.2%	66.7%	
04-04-54610-340	SANITARY SEWERS-TELEPHONE	1,059	332	1,568	3,000	3,000	52.3%	100.0%	
04-04-54620-340	WWTP-TELEPHONE	10,131	7,758	5,132	10,000	10,000	51.3%	100.0%	
	SUBTOTAL UTILITIES	197,083	200,140	110,109	224,000	230,000	47.9%	97.4%	

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WASTEWATER

		7/31/2024							
		12/31/22	12/31/23	YTD 06/30/24	PROJECTED 12/31/2024	BUDGET 12/31/24	YTD % BUDGET	PROJECTED % BUDGET	NOTES
04-04-54610-370	SANITARY SEWERS-SUPPLIES	38,437	64,392	22,710	52,000	60,000	37.9%	86.7%	
04-04-54610-380	SANITARY SEWERS-CONTRACTUAL	61,377	48,056	7,354	25,000	25,000	29.4%	100.0%	
04-04-54610-420	SANITARY SEWERS-CLOTHING	731	255	262	700	1,000	26.2%	70.0%	
04-04-54620-350	WWTP-GASOLINE	1,605	1,451	979	2,000	2,250	43.5%	88.9%	
04-04-54620-370	WWTP-SUPPLIES	2,309	5,149	739	3,000	4,200	17.6%	71.4%	
04-04-54620-410	WWTP-TRAINING	170	1,794	1,242	2,500	3,500	35.5%	71.4%	
04-04-54620-440	WWTP-DUES AND FEES	11,850	12,410	12,097	13,500	14,500	83.4%	93.1%	
04-04-54620-700	WWTP-COMPUTER SOFTWARE	-	375	127	400	500	25.3%	80.0%	
04-04-54620-910	WWTP-PROPERTY - W/C INSURANCE	43,322	38,220	23,700	47,500	40,000	59.3%	118.8%	
04-04-54630-370	BILLING & COLL-SUPPLIES	5,519	9,453	6,466	11,000	9,500	68.1%	115.8%	
04-04-54630-390	JOINT BILLING EXPENSE	-	72,641	-	80,000	60,000	0.0%	133.3%	
04-04-54856-408	WWTP TAXES	11,140	8,243	-	15,000	15,000	0.0%	100.0%	
04-04-57340-370	MISCELLANEOUS GENERAL EXPENSE	30,591	110,158	7,459	15,000	3,000	248.6%	500.0%	
04-04-57340-560	OUTSIDE SERVICES	-	4,993	3,739	6,000	5,000	74.8%	120.0%	10% of audit fees
04-04-57340-580	INVESTMENT MANAGEMENT FEES	4,340	5,394	2,607	5,000	6,000	43.4%	83.3%	
04-04-58200-710	AMORTIZATION OF DEBT DISCOUNT	(273)	-	-	0	-	100.0%	100.0%	
04-04-58200-720	AMORTIZATION OF PREMIUM	(8,770)	-	-	0	(8,000)	0.0%	0.0%	
04-04-64620-370	GIS-SUPPLIES	2,028	3,226	-	0	500	0.0%	0.0%	
04-04-64620-380	GIS-CONTRACTUAL	-	-	-	0	8,000	0.0%	0.0%	
	SUBTOTAL OTHER	204,374	386,211	89,480	278,600	249,950	35.8%	111.5%	

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WASTEWATER

7/31/2024									
		12/31/22	12/31/23	YTD 06/30/24	PROJECTED 12/31/2024	BUDGET 12/31/24	YTD % BUDGET	PROJECTED % BUDGET	NOTES
04-04-64700-390	NON-STREET SEWER LINING	-	-	54,815	250,000	250,000	21.9%	100.0%	
04-04-64700-395	STREET PROJECT ACTIVITY	-	-	39,814	325,000	370,000	10.8%	87.8%	
04-04-64700-400	2024-2025 CWF PLANT PROJECT	-	-	1,406,611	6,000,000	12,000,000	11.7%	50.0%	
04-04-64700-401	LIFT STATION 1	-	-	-	0	-	100.0%	100.0%	
04-04-64700-402	LIFT STATION 2	-	-	-	13,000	13,000	0.0%	100.0%	
04-04-64700-403	LIFT STATION 3	-	-	8,404	11,000	50,000	16.8%	22.0%	
04-04-64700-404	LIFT STATION 4	-	-	-	0	-	100.0%	100.0%	
04-04-64700-405	LIFT STATION 5	-	-	-	0	-	100.0%	100.0%	
04-04-64700-406	LIFT STATION 6	-	-	13,743	15,000	-	100.0%	100.0%	
04-04-64700-410	CREEK CROSSINGS	-	-	-	-	100,000	0.0%	0.0%	
04-04-64700-411	SPRING STREET INTERCEPTOR	-	-	38,388	90,000	1,000,000	3.8%	9.0%	
04-04-64700-412	SOUTH SIDE MAIN DESIGN	-	-	-	0	1,000,000	0.0%	0.0%	project deferred
04-04-64700-413	OTHER PLANT PROJECTS	-	-	113,739	123,000	-	100.0%	100.0%	
04-04-64700-999	CAPITALIZED EXPENDITURES	-	-	-	(6,827,000)	(14,770,000)	0.0%	46.2%	
	SUBTOTAL CAPITAL	-	-	1,675,515	0	13,000	12888.6%	0.0%	
	SUBTOTAL DEPRECIATION	792,625	787,474	420,000	900,000	900,000	46.7%	100.0%	
	SUBTOTAL G/L INVESTMENTS	105,384	(45,065)	(3,032)	0	-	100.0%	100.0%	
	SUBTOTAL INTEREST	47,594	23,540	22,428	35,700	35,700	62.8%	100.0%	
	TOTAL EXPENDITURES	2,153,117	2,292,865	2,764,169	2,531,300	2,510,465	110.1%	100.8%	
	OPERATING INCOME (DEFICIT)	939,661	948,427	(1,128,139)	683,700	579,535			

2024 QUARTERLY BUDGET REPORT - JUNE 30, 2024

MARINA

		12/31/22	12/31/23	YTD 06/30/24	PROJECTED 12/31/2024	BUDGET 12/31/24	YTD % BUDGET	PROJECTED % BUDGET	NOTES
	REVENUES								
05-05-49430-000	SLIP RENTALS-MAIN MARINA	(563,015)	(611,218)	(626,464)	(628,544)	(606,500)	103.3%	103.6%	
05-05-49431-000	SEASONAL LAUNCH	(24,130)	(23,845)	(23,750)	(25,096)	(23,750)	100.0%	105.7%	
05-05-49432-000	DAILY LAUNCH	(30,590)	(34,716)	(16,588)	(32,000)	(24,700)	67.2%	129.6%	
05-05-49433-000	MARINA TRANSIENT FEES	(104,474)	(111,297)	(46,841)	(105,000)	(93,900)	49.9%	111.8%	
05-05-49434-000	NORTH SLIP RENTALS	(123,658)	(134,763)	(136,575)	(136,575)	(125,720)	108.6%	108.6%	
05-05-49440-000	GASOLINE AND OIL SALES	(632,886)	(445,784)	(165,631)	(457,000)	(457,000)	36.2%	100.0%	
05-05-49445-000	PUMP OUT FEES	(288)	(384)	(42)	(600)	(600)	7.0%	100.0%	
05-05-49450-000	ICE SALES	(11,476)	(14,483)	(3,482)	(13,300)	(13,300)	26.2%	100.0%	
05-05-49455-000	SALES-STORE SALES	(2,068)	(4,717)	(720)	(2,000)	(2,000)	36.0%	100.0%	
05-05-49460-000	REVENUE-PARKING METERS	(1,817)	(3,800)	(2,528)	(3,700)	(2,000)	126.4%	185.0%	
05-05-49460-500	PARKING PASSES	(4,468)	(5,322)	(4,926)	(5,200)	(4,500)	109.5%	115.6%	
05-05-49465-000	REVENUE-PARKING FINES	(3,060)	(3,925)	-	(6,000)	(3,000)	0.0%	200.0%	
05-05-49490-000	SALES-CLOTHING	(3,965)	(2,960)	(674)	(2,000)	(3,000)	22.5%	66.7%	
05-05-49495-000	OTHER MARINA REVENUE	(10,077)	(22,838)	(16,190)	(17,000)	(10,000)	161.9%	170.0%	
05-05-49910-000	INTEREST ON INVESTMENTS	-	(20,900)	(29,108)	(40,000)	-	100.0%	100.0%	new in 2023 / 2024
	TOTAL REVENUES	(1,515,972)	(1,440,951)	(1,073,518)	(1,474,015)	(1,369,970)	78.4%	107.6%	
	EXPENDITURES								
	SUBTOTAL WAGES	244,640	281,485	120,486	261,575	261,575	46.1%	100.0%	
	SUBTOTAL BENEFITS	69,680	41,009	28,113	64,520	64,105	43.9%	100.6%	
05-05-54545-310	ELECTRICITY	42,663	44,859	14,152	42,000	42,000	33.7%	100.0%	
05-05-54545-320	GAS FOR HEATING	3,201	2,947	1,610	350	3,500	46.0%	10.0%	
05-05-54545-330	WATER AND SEWER	16,466	19,205	2,518	15,000	15,000	16.8%	100.0%	
05-05-54545-340	TELEPHONE	7,296	4,991	2,410	5,000	8,000	30.1%	62.5%	
	SUBTOTAL UTILITIES	69,626	72,002	20,689	62,350	68,500	30.2%	91.0%	
05-05-54545-910	INSURANCE	42,558	37,777	31,212	40,000	40,000	78.0%	100.0%	
05-05-54545-350	GASOLINE	480,798	414,060	129,323	417,000	417,000	31.0%	100.0%	
05-05-54545-351	GASOLINE-MARINA VEHICLES	1,038	1,088	150	800	800	18.8%	100.0%	
05-05-54545-360	REPAIRS	32,838	21,065	11,635	20,000	20,000	58.2%	100.0%	
05-05-54545-370	SUPPLIES	21,180	26,539	13,720	24,030	24,030	57.1%	100.0%	
05-05-54545-372	BEAUTIFICATION	4,429	4,587	5,848	5,848	5,000	117.0%	117.0%	
05-05-54545-390	MISCELLANEOUS OPERATING EXP	36,458	28,217	20,670	28,000	20,000	103.3%	140.0%	
05-05-54545-400	CREDIT CARD FEES	15,513	12,022	2,417	15,000	15,000	16.1%	100.0%	
05-05-54545-420	CLOTHING	2,662	2,516	1,950	2,500	2,500	78.0%	100.0%	

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MARINA

		12/31/22	12/31/23	YTD 06/30/24	PROJECTED 12/31/2024	BUDGET 12/31/24	YTD % BUDGET	PROJECTED % BUDGET	NOTES
05-05-54545-430	CONFERENCE / TRAVEL EXPENSES	412	119	-	300	300	0.0%	100.0%	
05-05-54545-440	SALES TAX	78,627	-	-	-	-	100.0%	100.0%	accounting change
05-05-54545-470	ICE	9,334	12,715	3,615	12,000	12,000	30.1%	100.0%	
05-05-54545-490	STORE-PURCHASED FOR SALE	624	1,890	727	2,000	2,000	36.3%	100.0%	
05-05-54545-800	CONTRIBUTION TO GENERAL FUND	50,000	50,000	-	50,000	50,000	0.0%	100.0%	
05-05-55300-400	GASB PENSION EXPENSE	-	2,444	-	-	-	100.0%	100.0%	
05-05-57390-600	DEPRECIATION EXPENSE	-	108,327	-	100,000	-	100.0%	100.0%	
	SUBTOTAL OTHER	776,471	723,367	221,267	717,478	608,630	36.4%	117.9%	
05-05-54545-790	DEBT SERVICE TRANSFER	204,800	-	-	-	245,300	0.0%	0.0%	
05-05-58200-700	INTEREST ON LT DEBT	-	17,795	18,039	18,239	-	100.0%	100.0%	
05-05-58200-720	AMORT OF DEBT PREMIUMS	-	-	-	-	-	100.0%	100.0%	
05-05-58300-800	DEBT ISSUE EXPENSE	-	10,534	-	-	-	100.0%	100.0%	
	SUBTOTAL DEBT	204,800	28,329	18,039	18,239	245,300	7.4%	7.4%	
05-05-74545-390	EQUIPMENT PURCHASE / REPAIR	-	20,629	-	10,000	10,000	0.0%	100.0%	computers/ equip
05-05-74545-395	PARKING LOT-REPAIR/MAINT	-	-	21,400	21,400	31,400	68.2%	68.2%	
05-05-74545-400	2022-PIER PROJECT	179,713	47,380	-	-	-	100.0%	100.0%	
05-05-74545-401	2023-GOLF CARTS	-	32,520	-	-	-	100.0%	100.0%	
05-05-74545-403	2023 FUEL TANKS	-	545,585	-	-	-	100.0%	100.0%	
05-05-74545-402	2024-SECURITY CAMERAS	-	-	19,020	19,020	18,500	102.8%	102.8%	
	SUBTOTAL CAPITAL	179,713	646,114	40,420	50,420	59,900	67.5%	84.2%	
	TOTAL EXPENDITURES	1,544,929	1,792,306	449,014	1,174,582	1,308,010	34.3%	89.8%	
	SURPLUS (DEFICIT)	(28,958)	(351,355)	624,503	299,433	61,960			

2024 QUARTERLY BUDGET REPORT - JUNE 30, 2024

WATER UTILITY

		7/31/2024							
		12/31/22	12/31/23	YTD 06/30/24	PROJECTED 12/31/2024	BUDGET 12/31/24	YTD % BUDGET	PROJECTED % BUDGET	NOTES
REVENUES									
06-06-46100-100	REVENUE-RESIDENTIAL	(1,294,941)	(1,432,586)	(898,379)	(1,820,000)	(1,820,000)	49.4%	100.0%	
06-06-46100-200	COMMERCIAL	(267,179)	(256,255)	(153,861)	(320,000)	(350,000)	44.0%	91.4%	
06-06-46100-300	INDUSTRIAL	(360,465)	(494,433)	(359,823)	(650,000)	(560,000)	64.3%	116.1%	
06-06-46100-500	MULTI-FAMILY	(108,144)	(124,017)	(81,527)	(160,000)	(147,000)	55.5%	108.8%	
06-06-46400-000	PUBLIC AUTHORITY	(108,104)	(118,384)	(68,316)	(140,000)	(154,000)	44.4%	90.9%	
06-06-46200-000	PRIVATE FIRE PROTECTION	(118,770)	(122,188)	(64,026)	(130,000)	(175,000)	36.6%	74.3%	
06-06-46300-000	PUBLIC FIRE PROTECTION (HYD)	(761,935)	(820,211)	(463,680)	(936,000)	(936,000)	49.5%	100.0%	
06-06-47000-000	REVENUE-PENALTIES	(24,047)	(32,799)	(9,248)	(25,000)	(20,000)	46.2%	125.0%	
06-06-47100-000	MISC SERVICE REVENUES	(34,495)	(23,474)	(10,339)	(20,000)	(25,000)	41.4%	80.0%	
06-06-47400-000	OTHER WATER REVENUES	(16,765)	(35,267)	(9,527)	(40,000)	(15,000)	63.5%	266.7%	
06-06-47200-000	RENTS FROM WATER PROPERTY	(112,128)	(110,628)	(65,367)	(120,000)	(120,000)	54.5%	100.0%	
06-06-41900-000	INTEREST AND DIVIDEND INCOME	(39,386)	(251,211)	(134,642)	(200,000)	(100,000)	134.6%	200.0%	
TOTAL REVENUES		(3,246,358)	(3,821,454)	(2,318,735)	(4,561,000)	(4,422,000)	52.4%	103.1%	
EXPENDITURES									
SUBTOTAL WAGES		700,103	881,876	488,147	900,000	896,880	54.4%	100.3%	
SUBTOTAL BENEFITS		318,382	269,748	141,412	350,000	346,640	40.8%	101.0%	
06-06-61300-000	MAINT OF LAKE,RIVER,INTAKES	38,220	15,661	3,340	14,500	15,000	22.3%	96.7%	
06-06-62300-000	POWER PURCHASED FOR PUMPING	123,731	147,168	84,080	160,000	140,000	60.1%	114.3%	electric
06-06-62400-000	PUMPING LABOR & EXPENSES	23,355	638	1,854	1,854	-	100.0%	100.0%	
06-06-63000-000	MAINT SUPER & ENGINEERING	120	-	-	-	-	100.0%	100.0%	
06-06-63100-000	MAINT OF STRUCTURES & IMPROVEM	352	2,898	30	8,500	10,000	0.3%	85.0%	
06-06-63300-000	MAINTENANCE OF PUMPING EQUIP	14,906	16,524	379	15,000	15,000	2.5%	100.0%	
06-06-64100-000	CHEMICALS	44,890	75,294	35,376	68,000	73,000	48.5%	93.2%	
06-06-64200-000	OPERATION TESTING & LAB	62,546	55,797	15,296	55,000	65,000	23.5%	84.6%	
06-06-64200-500	OPER EXP-FUEL FOR HTG	27,723	14,903	6,928	18,000	25,000	27.7%	72.0%	gas
06-06-64300-000	MISCELLANEOUS WATER TREATMENT	11,629	7,299	3,602	11,500	12,000	30.0%	95.8%	
06-06-65100-000	MAINT OF STRUCTURES & IMPRVMT	5,329	6,512	3,747	8,000	8,000	46.8%	100.0%	
06-06-65200-000	MAINTENANCE OF WATER TRTMT EQP	22,380	17,543	25,363	25,363	25,000	101.5%	101.5%	
06-06-66200-000	T & D LINES EXPENSE	14,942	25,479	10,372	25,000	25,000	41.5%	100.0%	
06-06-66300-000	METER EXPENSES	3,080	5,539	15,833	20,000	7,000	226.2%	285.7%	
06-06-66400-000	CUSTOMER INSTALLATIONS EXPENSE	13,470	14,280	8,568	17,136	20,000	42.8%	85.7%	
06-06-66500-000	MISC T & D	1,049	4,585	1,996	4,000	4,000	49.9%	100.0%	
06-06-67200-000	MAINT OF DIST RESERVOIRS & STA	108,134	93,599	30,847	96,700	96,000	32.1%	100.7%	
06-06-67300-000	MAINT OF T & D MAINS	30,313	42,061	28,879	40,000	40,000	72.2%	100.0%	

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WATER UTILITY

		7/31/2024							
		12/31/22	12/31/23	YTD 06/30/24	PROJECTED 12/31/2024	BUDGET 12/31/24	YTD % BUDGET	PROJECTED % BUDGET	NOTES
06-06-67500-000	MAINTENANCE OF SERVICES	6,419	7,397	-	3,500	6,000	0.0%	58.3%	
06-06-67600-000	MAINTENANCE OF METERS	1,318	5,289	18	2,500	3,000	0.6%	83.3%	
06-06-67700-000	MAINTENANCE OF HYDRANTS	-	23,529	1,763	20,000	20,000	8.8%	100.0%	
06-06-67800-000	MAINT OF MISC PLANT	-	-	-	-	500	0.0%	0.0%	
	SUBTOTAL OPERATIONS	553,905	581,995	278,270	614,553	609,500	45.7%	100.8%	
06-06-90200-000	METER READING	318	-	-	-	500	0.0%	0.0%	
06-06-90300-000	CUST RECORD & COLL-OTHER	10,810	14,890	6,802	34,000	34,000	20.0%	100.0%	Sensus AMI \$20,305 + UB Mailing
06-06-92100-000	OFFICE SUPPLIES AND EXPENSES	23,738	23,847	18,423	30,000	33,000	55.8%	90.9%	
06-06-92300-000	OUTSIDE SERVICES EMPLOYED	79,509	41,338	9,518	12,000	60,000	15.9%	20.0%	SCADA + 15% audit fees
06-06-92300-370	GIS-SUPPLIES	2,028	4,642	-	3,200	4,000	0.0%	80.0%	
06-06-92300-380	GIS-CONTRACTUAL	4,926	16,462	-	6,600	10,000	0.0%	66.0%	
06-06-92400-000	PROPERTY - W/C INSURANCE	51,900	42,660	26,010	52,000	50,000	52.0%	104.0%	
06-06-92500-000	INJURIES AND DAMAGES	-	-	-	0	-	100.0%	100.0%	
06-06-92600-500	SCHOOL EXPENSE-MISC	1,401	3,197	3,002	5,000	5,000	60.0%	100.0%	
06-06-92800-000	REGULATORY COMMISSION EXPENSES	5,939	21,116	469	3,500	7,500	6.2%	46.7%	
06-06-93000-000	MISCELLANEOUS GENERAL EXPENSES	6,437	5,595	14,272	17,500	6,500	219.6%	269.2%	
06-06-93000-105	INV. MANAGEMENT FEES	3,278	3,397	1,501	3,000	4,000	37.5%	75.0%	
06-06-40800-000	TAXES - PILOT	405,948	388,230	210,000	450,000	450,000	46.7%	100.0%	
06-06-42800-000	AMORTIZATION OF DEBT DISCOUNT	(29,064)	-	-	0	(30,000)	0.0%	0.0%	
06-06-42800-100	DEBT ISSUE COSTS	-	-	45,000	45,000	50,000	90.0%	90.0%	
	SUBTOTAL OTHER	567,167	565,373	334,996	661,800	684,500	48.9%	96.7%	
06-06-95000-390	VEHICLE & EQUIPMENT	-	-	163,257	163,257	145,000	112.6%	112.6%	
06-06-95000-395	STREET RELATED PROJECT COSTS	-	-	690,647	1,000,000	1,450,000	47.6%	69.0%	
06-06-95000-400	SDW TREATMENT PLANT UPGRADE	-	-	62,810	3,000,000	18,345,000	0.3%	16.4%	
06-06-95000-410	PARK STREET MAIN	-	-	-	-	20,000	0.0%	0.0%	
06-06-95000-999	CAPITALIZED EXPENDITURES	-	-	-	(4,163,257)	(19,960,000)	0.0%	20.9%	
	SUBTOTAL CAPITAL	-	-	916,713	-	-	100.0%	100.0%	
06-06-40300-000	DEPRECIATION EXPENSE	433,552	497,716	240,000	500,000	450,000	53.3%	111.1%	
06-06-42600-000	DEPRECIATION ON CIAC PLANT	106,122	113,591	60,000	115,000	-	100.0%	100.0%	
	SUBTOTAL DEPRECIATION	539,674	611,307	300,000	615,000	450,000	66.7%	136.7%	
	SUBTOTAL OTHER	53,297	(26,792)	(5,496)	0	-	100.0%	100.0%	
	SUBTOTAL INTEREST	210,326	177,618	100,299	189,885	189,885	52.8%	100.0%	
	TOTAL EXPENDITURES	2,942,853	3,061,125	2,554,341	3,331,238	3,177,405	80.4%	104.8%	
	OPERATING INCOME (DEFICIT)	303,505	760,329	(235,606)	1,229,762	1,244,595			

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CAPITAL & SPECIAL PROJECTS FUND

				YTD	BUDGET	YTD		
		REVENUES	TYPE	12/31/23	06/30/24	12/31/24	BUDGET	NOTES
	42-42-41110-000	PROPERTY TAXES	TAXES	-	(99,500)	(99,500)	100.0%	
	42-42-49200-000	BOND PROCEEDS	BONDS	(5,460,000)	-	-	100.0%	
	42-42-49200-100	BOND PREMIUM	BONDS	(236,493)	-	-	100.0%	
	42-42-42600-100	LRIP GRANTS	GRANTS	-	(46,983)	-	100.0%	
	42-42-42600-200	DNR GRANTS	GRANTS	-	-	(1,500,000)	0.0%	Valley Creek design
	42-42-42600-300	GMF GRANTS	GRANTS	(53,000)	-	-	100.0%	
	42-42-42600-500	FISH & WILDLIFE GRANTS	GRANTS	-	(160,000)	(135,000)	118.5%	40K Spinnaker, \$120K habitat
	42-42-42600-600	COSTAL MGMT GRANTS	GRANTS	-	(25,000)	-	100.0%	Valley/Sauk Creek planning
	42-42-42600-700	CLEAN WATER GRANTS	GRANTS	-	-	-	100.0%	
	42-42-42600-800	OTHER GRANTS	GRANTS	-	(32,518)	(175,000)	18.6%	ERP / Zoning Code - ARPA
	42-42-42700-100	POLICE GRANTS	GRANTS	-	-	-	100.0%	
	42-42-42700-400	FIRE GRANTS	GRANTS	-	-	-	100.0%	
	42-42-42700-500	EMS GRANTS	GRANTS	-	-	-	100.0%	
	42-42-49300-100	POLICE - SALE OF EQUIPMENT	OTHER	-	-	-	100.0%	
	42-42-49300-200	STREETS - SALE OF EQUIPMENT	OTHER	-	(32,032)	-	100.0%	
	42-42-49300-300	PARKS - SALE OF EQUIPMENT	OTHER	-	(242)	-	100.0%	
	42-42-49300-400	FIRE - SALE OF EQUIPMENT	OTHER	-	-	-	100.0%	
	42-42-49300-500	EMS - SALE OF EQUIPMENT	OTHER	(19,335)	-	-	100.0%	
	42-42-49300-800	OTHER - SALE OF EQUIPMENT	OTHER	-	(300)	-	100.0%	
	42-42-47000-000	MISC REVENUES	OTHER	(21,902)	-	-	100.0%	
	42-42-48110-000	INTEREST INCOME	OTHER	-	(92,790)	-	100.0%	
	42-42-48660-001	SALE OF LAND	OTHER	-	-	-	100.0%	
	42-42-49400-000	TRANSFER FROM OTHER FUNDS	OTHER	(446,800)	-	(275,000)	0.0%	\$175 fund 14, \$100 sewer
	42-42-49500-000	SURPLUS APPLIED	OTHER	-	-	(4,431,000)	0.0%	Reserves
		TOTAL REVENUES		(6,237,530)	(489,364)	(6,615,500)	7.4%	

2024 QUARTERLY BUDGET REPORT - JUNE 30, 2024

CAPITAL & SPECIAL PROJECTS FUND

		EXPENDITURES			YTD	BUDGET	YTD %	
item			FUNDING	12/31/2023	6/30/2024	12/31/2024	BUDGET	NOTES
		2023 PROJECTS						
	42-42-58400-901	2023 Street projects	BONDS	1,371,517	-	-	100.0%	
	42-42-58400-902	City Hall Roof	BONDS	320,457	-	-	100.0%	
	42-42-58400-903	Library Roof	BONDS	118,725	-	-	100.0%	
	42-42-58400-904	Marina Gas Tank	BONDS	(0)	-	-	100.0%	Chared to Marina
		INFRASTRUCTURE PROJECTS						
1	42-42-58500-101	2024 Street projects	BONDS	-	420,749	1,990,000	21.1%	
2	42-42-58500-102	2025 Street projects - design	BONDS	-	-	140,000	0.0%	
3	42-42-58500-103	Alley Projects	BONDS	-	-	215,000	0.0%	
4	42-42-58500-104	Pierre Lane Bridge	BONDS	-	4,597	80,000	5.7%	
5	42-42-58500-105	Sidewalk Replacement	BONDS	-	49,921	115,000	43.4%	
		BUILDINGS / PARKS PROJECTS						
6	42-42-58500-301	Upper Lake Park Plan	RESERVES	-	0	25,000	0.0%	done through UWM student project
7	42-42-58500-302	Bluff Stabalization design	RESERVES	-	30,500	30,000	101.7%	
8	42-42-58500-303	Valley Creek Design	GRANTS	-	11,558	1,500,000	0.8%	NFWF - \$915,000
9	42-42-58500-304	Valley Creek Improvements	OTHER	-	-	100,000	0.0%	sewer
10	42-42-58500-305	Birchwood Hills / Valley Creek - Habitat	GRANTS	-	49,671	135,000	36.8%	US Fish & Wildlife
11	42-42-58500-306	Windrush Basketball Court	OTHER	-	-	55,000	0.0%	FUND 14
12	42-42-58500-307	Kolbach Lighting	OTHER	-	19,705	40,000	49.3%	FUND 14
13	42-42-58500-308	Kolbach Park - Asphalt coloring/stripping	OTHER	-	24,016	25,000	96.1%	FUND 14
14	42-42-58500-309	New DPW Multi-use building design	BONDS	-	-	50,000	0.0%	hold
15	42-42-58500-310	Whitefish Playground Equipment	BONDS	21,531	27,982	100,000	28.0%	
16	42-42-58500-311	Swimming Pool Repairs	RESERVES	-	38,385	80,000	48.0%	
17	42-42-58500-312	Senior Center Repairs	RESERVES	-	-	50,000	0.0%	windows - Hold
18	42-42-58500-313	Municipal field - Concession stand	OTHER	-	-	35,000	0.0%	FUND 14
19	42-42-58500-314	Municipal field - regrade outfield	OTHER	-	3,949	20,000	19.7%	FUND 14
	42-42-58500-315	Municipal field Fencing	RESERVES	22,665	116,307	-	100.0%	
	42-42-58500-316	Public Safety Complex - study	RESERVES	-	11,900	-	100.0%	Bray- \$32,000
	42-42-58500-317	Kolbach Park Shelter (2024)	OTHER	-	19,544	-	100.0%	FUND 14
	42-42-58500-320	Public Safety Complex - Design	RESERVES	-	134,652	-	100.0%	

2024 QUARTERLY BUDGET REPORT - JUNE 30, 2024

CAPITAL & SPECIAL PROJECTS FUND

		EXPENDITURES			YTD	BUDGET	YTD %	
<u>item</u>			FUNDING	12/31/2023	6/30/2024	12/31/2024	BUDGET	NOTES
		<u>VEHICLES & EQUIPMENT</u>						
20	42-42-58500-501	Parks - Equipment Trailer	TAXES	-	12,195	13,500	90.3%	
21	42-42-58500-502	Streets - Cold Planer	RESERVES	-	27,163	25,000	108.7%	
22	42-42-58500-503	Streets - Vermeer Chipper	BONDS	-	75,000	75,000	100.0%	
23	42-42-58500-504	Police - Squads (2)	BONDS	-	117,726	150,000	78.5%	\$150,000 from 2023
24	42-42-58500-505	Fire Equipment - Inflatable Boat	RESERVES	-	32,353	45,000	71.9%	
25	42-42-58500-506	Fire Equipment - Underwater com.	TAXES	-	7,397	7,000	105.7%	
26	42-42-58500-507	EMS Lifepak Replacement (3)	BONDS	-	-	150,000	0.0%	
27	42-42-58500-508	EMS LUCAS equipment	RESERVES	-	18,930	21,000	90.1%	
28	42-42-58500-509	EMS NarcBox units (3)	TAXES	-	-	11,000	0.0%	
29	42-42-58500-510	Streets - Replace 2002 Freightliner	BONDS	-	142,489	340,000	41.9%	Expected to come in at \$408K
30	42-42-58500-511	Streets - Replace 2010 Sterling	BONDS	-	253,912	275,000	92.3%	
31	42-42-58500-512	Parks - Replace 2011 Dodge Truck	BONDS	-	91,408	80,000	114.3%	
32	42-42-58500-513	Fire Command Vehicle	BONDS	-	-	65,000	0.0%	
33	42-42-58500-514	EMS Medic Vehicle	BONDS	-	50,806	60,000	84.7%	
34	42-42-58500-515	Pool Vacuum	TAXES	-	11,752	12,000	97.9%	
	42-42-58500-516	2021 Body Camera (Axon 4 of 5)	RESERVES	-	15,548	-	100.0%	
	42-42-58500-517	Streets - 2023 Mower Tractor	RESERVES	-	151,726	-	100.0%	\$155,000 from 2023
		<u>OTHER PROJECTS</u>						
35	42-42-58500-701	<i>Zoning Code Update</i>	<i>GRANTS</i>	-	14,806	125,000	11.8%	<i>ARPA</i>
36	42-42-58500-702	Stormwater Mgmt Plan	RESERVES	-	14,178	60,000	23.6%	
37	42-42-58500-703	HVAC - Library	RESERVES	-	-	210,000	0.0%	
38	42-42-58500-704	Library - Security Alarm / Cameras	TAXES	-	-	11,000	0.0%	
39	42-42-58500-705	Pedestrian Bridge repairs	TAXES	-	-	10,000	0.0%	
40	42-42-58500-706	IT Projects	TAXES	-	-	35,000	0.0%	
41	42-42-58500-707	<i>ERP software Implementation</i>	<i>GRANTS</i>	-	51,575	50,000	103.2%	<i>ARPA</i>
		TOTAL EXPENDITURES		1,961,408	2,052,400	6,615,500	31.0%	
		SURPLUS (DEFICIT)		4,276,121	(1,563,036)	-		

AGENDA ITEM MEMORANDUM

City of Port Washington

TO: General Government and Finance Committee

FROM: Mark Emanuelson, Finance Director / Treasurer

DATE: August 6, 2024

SUBJECT: Overview of the City's Budgeting Philosophy & Practices administrative policy.

ISSUE: A regular review of the administrative policies that staff uses as a guide for budget development provides additional context for budgetary processes.

STAFF RECOMMENDATION: N/A

RECOMMENDED MOTION: N/A.

BACKGROUND/DISCUSSION: As part of the city's strategic plan, ranking priorities to identify funding sources, the finance department has prepared the attached budgeting philosophy & practices document to provide guidance to the city's departments for budgetary development.

This document is also used by the finance department as the baseline for core budgeting practices and decisions throughout the development of the city's annual proposed budget.

STRATEGIC PLAN:

1. **Strategic Direction:** Ranking priorities to identify funding sources
2. **Impact on Strategic Direction:** Guides staff and the city in preparing and adopting sustainable operating budgets prepared in compliance with accounting best practices.

LEGAL:

1. **City Attorney Review:** N/A.
2. **Legal Comments & Conclusions:** N/A
3. **Statutory References:** N/A

FISCAL IMPACT:

1. **Amount of Recommendation/Cost of Project:**
 - Initial Project Cost Estimate: N/A
 - Approved Budget Project Cost: N/A
 - Prior Year Expenditures: N/A
 - Total Project Costs to Date: N/A
2. **Source of Funding:** Capital reserves
3. **Operating and Maintenance Cost:** N/A

BOARD/COMMITTEE/COMMISSION RECOMMENDATION: None.

PUBLIC OUTREACH: None

IF APPROVED, NEXT STEPS: N/A

ATTACHMENTS: Budgeting Philosophy & Practices administrative policy



Administrative Policy Budgeting Philosophy & Practices

August 14, 2023

OBJECTIVE

The objective of this policy is to identify the various practices that the City will use when preparing the annual budget. These practices are further intended to summarize the major goals and objectives which make up the financial framework under which the City's budgets are developed.

These practices are also governed by the applicable Federal and State laws, rules, and regulations, the generally accepted accounting principles and practices as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).

DEFINITIONS

Balance Budget: A budget where the total revenues are equal to the total expected expenditures.

Fund Balance: The difference between assets and liabilities in governmental funds (i.e., general fund, special revenue funds, capital projects funds, debt service funds and permanent funds). In governmental funds, this will be largely cash reserves.

Levy Limits: The maximum allowable amount the city may levy in property taxes under state law.

Expenditure Restraint Funding: The supplemental funding from the state to qualified municipalities who meet the requirements of the program and do not exceed the defined program expenditure limits.

Sustainable revenues: Revenues that are based on typical ongoing activities and do not include windfall revenues based on unusual or one-time expectations that are not likely to be reliable ongoing revenue sources.

Cost Recovery model: A method of evaluating the extent that fees should cover the various costs of providing certain services. Usually evaluated as a percentage of costs recovered.

One-Time Revenues: Revenues which are atypical or uncommon in the course of normal operations and are not sustainable in the long term to support core operational activity expenditures.

Cost Allocations: A process whereby certain costs are charged to other departments or funds in order to reflect the true and full cost of services more accurately.

Expenditure Restraint Funding: The supplemental funding from the state to qualified municipalities who meet the requirements of the program and do not exceed the defined program expenditure limits.

Sustainable revenues: Revenues that are based on typical ongoing activities and do not include windfall revenues based on unusual or one-time expectations that are not likely to be reliable ongoing revenue sources.

Cost Recovery model: A method of evaluating the extent that fees should cover the various costs of providing certain services. Usually evaluated as a percentage of costs recovered.

One-Time Revenues: Revenues which are atypical or uncommon in the course of normal operations and are not sustainable in the long term to support core operational activity expenditures.

Cost Allocations: A process whereby certain costs are charged to other departments or funds in order to reflect the true and full cost of services more accurately.

One-Time Expenditures: Expenditures which are infrequent or unique in nature that are in addition to normal operating expenses. These can include substantial facility maintenance or repairs, various studies or planning activities, or other items for non-capital related expenditures.

Capital Assets: Items with useful lives greater than 3 years and which are above the minimum capitalization cost thresholds for the type of asset will be capitalized. The minimum costs for vehicles and operating equipment are \$10,000, infrastructure and buildings / building improvements is \$50,000.

Useful Life: The amount of time, in years, that an asset is expected to be in service.

POLICY STATEMENTS

Balanced Budget:

The City shall adopt a balanced budget for the General Fund, and authorize the required appropriations for all budgeted funds, prior to December 1st of each year for the following fiscal year. Appropriations are made on a fund level basis.

Budget Amendments:

At the City Council's discretion, it may choose to amend the budget due to unforeseen and changing circumstances. In accordance with Wisconsin Statute Section 65.90(5)(a), amendments to budgeted appropriations must be approved by a two-thirds vote of the City Council.

Fund Balances:

The annual budget will be developed in a manner that the projected outcomes will also produce results that will be consistent with the City's Fund balance policy. The appropriate fund balances will allow the City to be able to respond to unforeseen situations, as well as to positively impact the investment credit rating of the city.

Levy Limits:

The annual budget shall be prepared to comply with the State of Wisconsin Levy Limit restrictions.

Expenditure Restraint:

The annual budget shall be prepared so that the city will qualify for the State of Wisconsin Expenditure Restraint Program funding if applicable.

Annual Revenues:

The annual budgets shall be developed based on sustainable ongoing revenue estimates. When preparing forecasts for the annual budget, staff will submit conservative and objective revenue estimates using generally accepted forecasting techniques that include the use of historical data, trend analysis, and considers the impact of changing economic conditions on the City's revenue sources.

This approach produces revenue estimates that are as reliable as possible and reduces the likelihood of actual revenues falling short of budget estimates during the year.

Fees for Services:

The establishment of any approved fees for certain services shall be reviewed annually and evaluated using one of the city's established cost recovery models to determine if they may need to be adjusted based on increased costs or desired target cost recovery metrics.

One-Time Revenues:

The annual operating budget shall not include unsustainable one-time or windfall revenues. These revenues, if received, will be recorded in the capital budget to help fund future projects and reduce the tax levy needed for those activities.

Annual Expenditures:

The annual budget shall be developed based on expenditure estimates using past trends of the city's underlying costs for providing services and other known changes in expectations.

Staff Recruitment and Retention:

Staff will develop a budget that includes metrics for ongoing staff recruitment and retention.

Cost management:

On an ongoing basis, staff also works to minimize the costs of purchasing materials and providing services while still maintaining quality and performance. Staff will utilize the City's purchasing policy as a method to acquire suitable products and services at the most cost-effective price for the city.

Cost Allocations:

The City shall use consistent and reasonable cost allocation methods for the purpose of cost sharing. This will be done to attribute any significant general fund expenditures which also provide benefit to the City's Enterprise or other funds, to those funds as a cost of services provided.

One-Time Expenditures:

The annual operating budget shall not include costs for special projects or initiatives that are not part of the ongoing annual cost of providing services. Special one-time project costs shall be accounted for in the capital budget and will be funded separately.

Long Term Financial Planning:

To assist the City Council in developing strategies to achieve the long-term financial goals of the City, the

City Council shall be presented on an annual basis, a 5-year financial plan forecasting the financial resources that will be required to support the future operations of the City.

Debt Management:

The City shall only issue debt when needed to facilitate meeting the long-term capital needs of the City, and not to fund current operations. The issuance of debt shall be made under the guidance of an experienced financial consulting firm and shall not exceed the statutory debt limits for the City.

Capital Planning:

Prior to the consideration of the annual operating budgets, the City Council will be presented for their review, a capital improvement plan for the pending or proposed capital projects that may be needed within the next 5 years. This plan may also include various projects that are in addition to normal operations that will require additional funding consideration.

The approved projects and funding levels for the following year will then be transferred from the CIP to the capital budget for the next fiscal year unless further modified by the City Council as part of the operations budgeting and appropriations process.

Debt Financing:

The city will only use debt financing for projects that are both capital in nature in accordance with the City's capitalization policy and have an expected useful life for a period of time that exceeds the term of the debt financing. The typical minimum debt financing term is 10 years going up to 20 years.

Other Capital / One Time Project Financing:

Other projects which do not qualify for debt financing will be supported by other revenue sources. These sources may include accumulated reserves from one-time or other windfall revenues, the proceeds from the sale of replaced or surplus equipment, or other annual revenues such as property taxes.

Accounting & Reporting:

The City's accounting and financial reporting systems will be maintained in conformance with the applicable Federal and State laws, rules, and regulations, and the generally accepted accounting principles and practices as promulgated by the Governmental Accounting Standards Board (GASB).

ADOPTION AND APPROVAL

These Budgeting Philosophy & Practices have been recommended as a guide for all future budgeting.

Applicability: All revenues, expenditures, and budgeted funds

Effective Date: Beginning Fiscal Year 2024 budget

AGENDA ITEM MEMORANDUM

City of Port Washington

TO: General Government and Finance

FROM: Mark Emanuelson, Finance Director / Treasurer

DATE: August 6, 2024

SUBJECT: Consideration and Possible Recommendation on approval to use \$8,765 of capital reserves to be able to move forward with a Facilities Assessment and Needs Analysis for the Municipal Service Center; 333 N. Moore Rd. in 2024.

ISSUE: Should the City approve the use of \$8,765 of capital reserves to be able to move forward with a Facilities Assessment and Needs Analysis for the Municipal Service Center; 333 N. Moore Rd. in 2024?

STAFF RECOMMENDATION: Staff recommends recommending approval of the use of \$8,765 of capital reserves to move forward with a Facilities Assessment and Needs Analysis for the Municipal Service Center; 333 N. Moore Rd. in 2024?

RECOMMENDED MOTION: I move to recommend approval of the use of \$8,765 of capital reserves to move forward with a Facilities Assessment and Needs Analysis for the Municipal Service Center; 333 N. Moore Rd. in 2024.

BACKGROUND/DISCUSSION: The City budgeted as part of its 2024 capital projects program \$50,000 in bond reserves for the design of a new DPW multi-use building. While the use of this funding source for a facility design was approved, the use of this funding source for a facilities assessment and needs analysis would not have been recommended by finance staff.

Given the many issues the building and site are facing, staff has changed the original recommendation of designing another storage building to meet a short term need, to taking a more in depth assessment of the facilities. In order to provide needed information to make an educated decision on the future of the Municipal Service Center, we solicited proposals from two architectural firms that specialize in municipal service buildings.

DPW staff are recommending Kueny be selected based on greater experience and lesser price.

At this point capital reserves are very limited, but funding for these additional costs could be covered by capital reserves at the end of the year as part of the fiscal close at year end. Staff estimates that the current year end capital reserves will be sufficient to cover these additional costs.

STRATEGIC PLAN:

1. **Strategic Direction:** Ranking Priorities to Identify funding sources
2. **Impact on Strategic Direction:** Establishing future needs and costs for the municipal site improvements.

LEGAL:

1. **City Attorney Review:** N/A.
2. **Legal Comments & Conclusions:** N/A
3. **Statutory References:** N/A

FISCAL IMPACT: The revised request is for \$8,765.

1. **Amount of Recommendation/Cost of Project:**
 - Initial Project Cost Estimate: \$0
 - Approved Budget Project Cost: \$0
 - Prior Year Expenditures: N/A
 - Total Project Costs to Date: N/A
2. **Source of Funding:** Capital reserves
3. **Operating and Maintenance Cost:** N/A

BOARD/COMMITTEE/COMMISSION RECOMMENDATION: The Board of Public Works recommends the City hire Kueny Architects to do space needs analysis of the City of Port Washington Municipal site.

PUBLIC OUTREACH: None

IF APPROVED, NEXT STEPS: Execute agreement with Kueny.

ATTACHMENTS: Kueny Architects proposal



City of Port Washington, WI Department of Public Works

Space Needs Analysis Study

Request for Proposal

June 13, 2024

Kueny Architects, L.L.C.
10505 Corporate Drive, Suite 100
Pleasant Prairie, Wisconsin 53158

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1) Letter of Interest

City of Port Washington, Wisconsin
DPW – Municipal Garage – 333 N Moore Road
100 W Grand Avenue, P.O. Box 307
Port Washington, WI 53074

Attention:

Robert J Vanden Noven, P.E., Director of Public Works

RVandenNoven@portwashingtonwi.gov

(262) 268-4267

Regards: Space Needs Analysis Study

Dear Selection Team,

Thank you for the opportunity to present our architectural planning services to the City of Port Washington. Enclosed, you will find our response to your Request for Proposal to conduct a space needs analysis study for the various divisions within the DPW Municipal Garage in Port Washington, Wisconsin. As the preeminent leader in the field of municipal planning, our firm, **Kueny Architects, L.L.C.** has delivered over three dozen similar **Space Needs Analysis projects** ranging in size from 5,000 square feet to over 300,000 square feet across the Midwest. In Wisconsin, some of our current and past Projects include:

City of Sun Prairie

City of West Allis

Village of Pewaukee

Village of Weston

Village of Brown Deer

I'm confident our team of experienced staff and consultants can provide a cost-effective Space Needs Analysis Study. Our goal is to provide a cursory review of the existing site and facilities and determine the necessary space needs, recommended improvements and costs required to house all divisions on the existing site for the next 20-30 years. I encourage you to contact any of our references listed in this response and to take a tour of some of our past and present Village, City, and County facilities. Past studies completed by our firm have a high success rate of becoming reality. We look forward to discussing this proposal further.

Very Truly Yours,


Jon P. Wallenkamp, AIA ALA,
Partner



City of Oshkosh - DPW

1) Firm Profile – General Information

KUENY ARCHITECTS, L.L.C.

10505 CORPORATE DRIVE – SUITE 100
PLEASANT PRAIRIE, WI 53158
PHONE: (262) 857-8101 FAX: (262) 857-8103

MEMBER OF: AMERICAN PUBLIC WORKS ASSOCIATION

PARTNERS:

JON P. WALLENKAMP, AIA, ALA - Contact
Contact Email: jonw@kuenyarch.com

JOHN F. SCHMIDBAUER, PE

INSURANCE COVERAGE:

Workers Compensation:

West Bend Mutual Insurance Company
Statutory Limits of Wisconsin
Employer's Liability (per accident): \$ 1,000,000
Disease (per employee): \$ 1,000,000
Disease Policy Limit: \$ 1,000,000

Business Owners Insurance:

West Bend Mutual Insurance Company
General Aggregate: \$ 2,000,000
Products – Completed Operations: \$ 3,000,000
Each Occurrence: \$ 1,000,000
Medical Expenses (any one person): \$ 5,000
Personal/Advertising Injury: \$ 1,000,000
Hired / Non-owned Auto: \$ 1,000,000
Excess / Umbrella Liability: \$ 5,000,000

Professional Errors & Omissions:

Berkley Design Professional Insurance Company
\$ 3,000,000 / occurrence; \$ 3,000,000 aggregate



2) Firm Qualifications

Kueny Architects, LLC is a full service Architectural & Engineering firm located in southeastern Wisconsin. Founded in 1959 by local architect Robert M. Kueny, Kueny Architects has experience in a wide range of building types. Recently marking its 65th year, the firm has completed over three million square feet of Government Projects across the Midwest in the last 34 years. In Iowa and Wisconsin, some of our current and past Projects include:

City of West Des Moines

City of West Allis

Village of Pewaukee

Village of Weston

Village of Brown Deer

Our specific experience with these facilities can be seen in the successful projects shown in this proposal. We approach the planning and engineering of buildings with a philosophy that has not changed for 65 years! Our unique method of facility planning, customized to each individual client, results in practical solutions. Our facility solutions get built, as opposed to plans that just sit on a shelf. What's more, our programs yield a facility plan that will pay for itself over time through operational efficiencies.

An example of our presentation capabilities to convey understanding during design can be found here:

https://www.dropbox.com/sh/0bkzw5mxxdwofgc/AADTT2NAw1mdlNHTmEyG4B_Aa?dl=0

Our **Project Team** consists of partners, Jon Wallenkamp, architect and John Schmidbauer, engineer, This Project Team has designed and overseen the construction of over 36 Public Works facilities over the course of 34 years.



City of West Des Moines



Village of Brown Deer



City of Dubuque

THREE REASONS TO CHOOSE KUENY ARCHITECTS

Government Municipal Facilities are our specialty; it's what we are known for and what we do well. It has driven our talented team of Architects and Consultants to establish lifelong relationships with municipal clients across the Midwest. Our Building Design Team has been working together for over 34 years using the latest design innovations in the industry.

(1) Quality Assurance

Our last project is the beginning of our Quality Control Process for the next project. All members on the team are alert to all aspects of the design and know when to ask questions of other team members' work, giving each project many internal reviews of the entire design project.

(2) Budget Control and Lower Architectural/Engineering Design Fees

For major public building projects, cost control is paramount. Budget control is achieved during multiple stages in a project. During the design phase, it is important to scrutinize elements of the building with an eye on cost-benefit. We help our clients prioritize wants and needs to fit within the project budget. We will consider both short-term costs and long-term maintenance and life cycle costs. During the construction documents phase, our team works together to eliminate scope gaps between disciplines and follow through on the design intent accepted by the client.



Typically, our design costs are on the lower end of the scale, with absolutely no sacrifice in experience and skill. Secondly, our buildings are less costly to construct for a very high level of quality. Our facilities typically cost 10% - 20% less for first class buildings. Based on our experiences, we are confident we can arrive at a design with a substantially lower cost per square foot than any of our competitors.

(3) Our projects are completed with less than 1% in Change Orders

The fact that our projects are typically completed with less than 1% in change orders indicates the success of our upfront planning and understanding with all parties. It also reflects the accuracy and detail in our drawings and specifications and the success of our construction oversight. All members on the team are alert to all aspects of the design and know when to ask questions of other team members' work, giving each project many internal reviews of the entire design package.

3) Experience - Similar Municipal Facility Projects

All the projects listed below began with an analysis of existing space needs and facilities assessment. In some cases, a reorganization of departmental space needs was the best option for the client. In other cases, a new facility was more cost effective in the long run. All have experienced radically improved operations in terms of efficiency, cost savings, and safety. In many cases, the project consolidated multiple departments from various sites into one consolidated facility.

Sun Prairie Utilities (SPU) – City of Sun Prairie – 2020-2023

Project: Kueny Architects was contracted to assess the condition of its 50-year-old building and conduct a space needs assessment study. Findings indicated the need for a new, larger site. A new site was found and a new 80,000 s.f. facility proposed.

Budget: \$16M – \$20M (includes an inflation factor) Area: 82,175 s.f.

Contact: Mr. Rick Wicklund – Utility Manager
Phone: (608) 837-5500
Email: rwicklund@myspu.org



City of Oshkosh Parks Department – 2020-2023

Project: Having completed the space needs analysis, our Team was contracted to provide final construction documents, bidding, and construction oversight.

Cost: \$8,945,000 Area: 44,470 s.f.
Contact: Mr. Ray Maurer – Parks Director
Phone: (920) 236-5060
Email: RMaurer@ci.oshkosh.wi.us



Village of Pewaukee – 2020-2023

Project: Kueny Architects was contracted in late 2019 to assess the condition of the Village's municipal facilities and determine a specific long-term approach to its Public Works space needs. Findings indicated a need for 38,000 s.f. of new construction on the existing site to house administration, amenities, streets, shop, vehicle storage and maintenance.

Cost: \$8,015,000

Area: 38,300 s.f.

Contact: Mr. Scott Gosse – Village Administrator
Phone: (262) 691-5660
Email: sgosse@villageofpewaukee.com



Village of Weston – Municipal Center 2022

Project: The initial objective was to assess current and future spatial conditions of four operations at four locations throughout the Village. The Village expects significant growth to occur over the next 25 years and needs an existing facility plan to accommodate the growth.

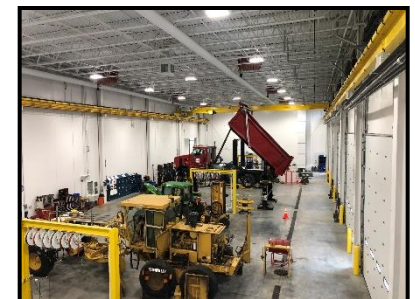
The new Municipal Center and its departments included Planning & Zoning, Treasurer, Finance, Clerk of Courts, Building Inspections, Vehicle Maintenance and Vehicle Storage along with other various departments. Facilities reviewed included the Municipal/Village Hall, Safety Building, Parks & Recreation and Landfill.

We also conducted a structural analysis and engineering inspection of mechanicals, electrical and plumbing (MEP) of the two primary buildings. The deliverable was a report detailing the necessary spatial requirements, (MEP) and site improvements needed over the next 25 years. The report recommended minor improvements at the Safety building and that a new Municipal Center should be built. The Safety Building renovations were completed in 2020. Kueny Architects was selected to continue our services contract for the design and construction of the new facility. The facility was completed in 2022.

Cost: \$14,500,000

Area: 87,160 s.f.

Contact: Mr. Michael Wodalski – Director of Public Works
Phone: (715) 359-6114 ext. 2636
Email: mwodalski@westonwi.gov



City of Sterling Heights Public Works Facility – 2022

Project: Public Works facility for 85 vehicles and related functions, and a full maintenance bay. Project includes, salt storage, outdoor bin storage, and both automatic and manual wash bays. Constructed in two phases, utilizing the existing steel structure to save significant costs to the owner.

Cost: \$20,289,200 Area: 179,860 s.f.

Contact: Mr. Michael Moore – Public Works Director
Phone: (586) 446-2450
Email: mmoore@sterling-heights.net

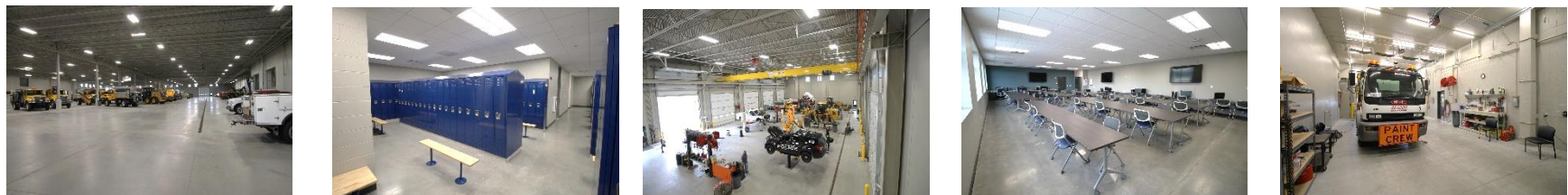


City of West Des Moines – Public Services Facility – 2021

Project: Six building complexes for a new public services facility. Includes indoor storage for 103 vehicles, full maintenance, welding, and setup bays, shops, lunch/training room, fitness and locker rooms, and administrative offices. Joint venture with FEH Design. Outbuildings for storage, salt, material bins, and fueling.

Cost: \$ 24,336,812 Area: 222,900 s.f.

Contact: Mr. Bret Hodne, Public Services Director
Phone: (515) 222-3536
Email: Bret.Hodne@wdm.iowa.gov





Village of Brown Deer – Public Works Facility – 2019

Project: Village Public Works offices and support areas, repair bay, departmental shops, wash bay and indoor storage for 33 vehicles. Project includes outdoor bins, salt storage, and residential drop off.

Cost: \$ 9,368,000 \$162.92/s.f. Area: 57,500 s.f.

Contact: Mr. Matthew Maederer, PE, Director of Public Works
 Phone: (414) 357-0120
 Email: mmaederer@browndeerwi.org



City of Elkhorn Public Works Facility – 2019

Project: Public Works and Parks facility for 27 vehicles and related functions, and a full maintenance bay. Project includes, salt storage, out-building upgrades, and a manual wash bay.

Cost: \$5,186,350 \$129.66/s.f. Area: 40,000 s.f.

Contact: Mr. Matthew Lindstrom – Operations Manager
 Phone: (262) 723-2223
 Email: mlindstrom@cityofelkhorn.org



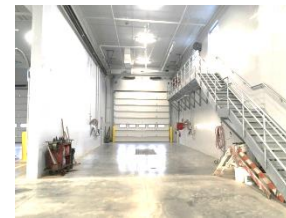


Village of Little Chute – Municipal Service – 2017

Project: DPW and Parks Department offices, staff support areas, repair bay, departmental shops, and indoor storage for 51 vehicles. Project includes outdoor material bins, salt storage, and manual wash bay.

Cost: \$ 6,057,000 \$88.94/s.f. Area: 68,100 s.f.

Contact: Mr. Kent Taylor, Director of Public Works
 Phone: (920) 423-3867
 Email: kent@littlechutewi.org

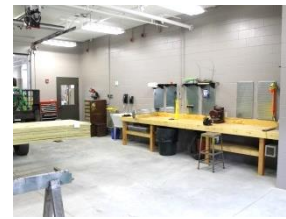


City of Cedarburg Public Works Facility – 2016

Project: DPW, offices, equipment maintenance and departmental storage for 36 vehicles and related functions, and a full maintenance bay. Project includes site improvements, fuel island, salt storage and automatic wash bay.

Cost: \$6,904,650 \$97.47/s.f. Area: 70,840 s.f.

Contact: Mr. Joel Bublitz – Public Works Superintendent
 Phone: (262) 375-7609
 Email: jbublitz@ci.cedarburg.wi.us





City of Mequon Highway Division – 2016

Project: DPW and Parks Departments, offices, training room, departmental shops, and storage for 53 vehicles & maintenance of 150. Budget includes fixed equipment and full costs of site improvements including fuel island, salt storage, and wash bay.

Cost: \$ 8,467,000 Addition: 50,840 s.f. Remodel: 37,130 s.f.

Contact: Mrs. Kristen Lundeen PE, Director of PW/City Engineer
Phone: (262) 236-2938
Email: klundeen@ci.mequon.wi.us



City of Oshkosh – Operations Center – 2014

Project: DPW and Traffic offices & training rooms. Vehicle storage & maintenance space for 65 large, 17 small, and 16 sanitation vehicles with support shops and wash bay. Site includes fuel island, bulk yard waste drop off site, salt shed, material bins & cold storage building.

Cost: \$ 15,000,000 \$98.04/s.f. Area: 153,000 s.f.

Contact: Mr. Travis Hildebrandt, Public Works Manager
Phone: (920) 232-5384
Email: thildebrandt@ci.oshkosh.wi.us



3) References – Kueny Architects

<u>Name</u>	<u>Title</u>	<u>Agency</u>	<u>Email Address</u>	<u>Telephone</u>
Ms. Laura Roeslein	Village Administrator	Village of Twin Lakes	roesslein@twinlakeswi.net	(262) 877-2858
Chief Robert Whitaker	Fire/Rescue/EMS Chief Administrator	North Shore Fire Rescue	rwhitaker@nsfire.org	(414) 357-0113 x - 1117
Mr. Shane Waeghe	Facilities Manager	Waukesha County Public Works	SWaeghe@waukeshacounty.gov	(262) 548-7040
Mr. Scott Gosse	Village Administrator	Village of Pewaukee	sgosse@villageofpewaukee.com	(262) 691-5660
Mr. Rick Wicklund	Utility Manager	Sun Prairie Utilities	rwicklund@myspu.org	(608) 837-5500 x - 231
Mr. Matthew Maederer, PE	Director of Public Works Village Engineer	Village of Brown Deer	mmaederer@browndeerwi.org	(414) 357-0120
Mr. Frank Martinelli	Engineering Projects Manager	Kenosha County	Frank.Martinelli@kenoshacounty.org	(262) 818-5129
Mr. Michael Wodalski, PE	Director of Public Works	Village of Weston	mwodalski@westonwi.gov	(715) 241-2636

"Our concerns and issues were handled in a professional manner regardless how insignificant some of the concerns"

"Any municipality or business that hires Kueny Architects will be getting professional services that will provide a quality product"

Mike Atchley - City of Davenport, IA

"Your work with me on the City of Dubuque Operations and Maintenance Facility and now the ECIA/RTA Joint Operations Facility has produced two excellent facilities for our community"

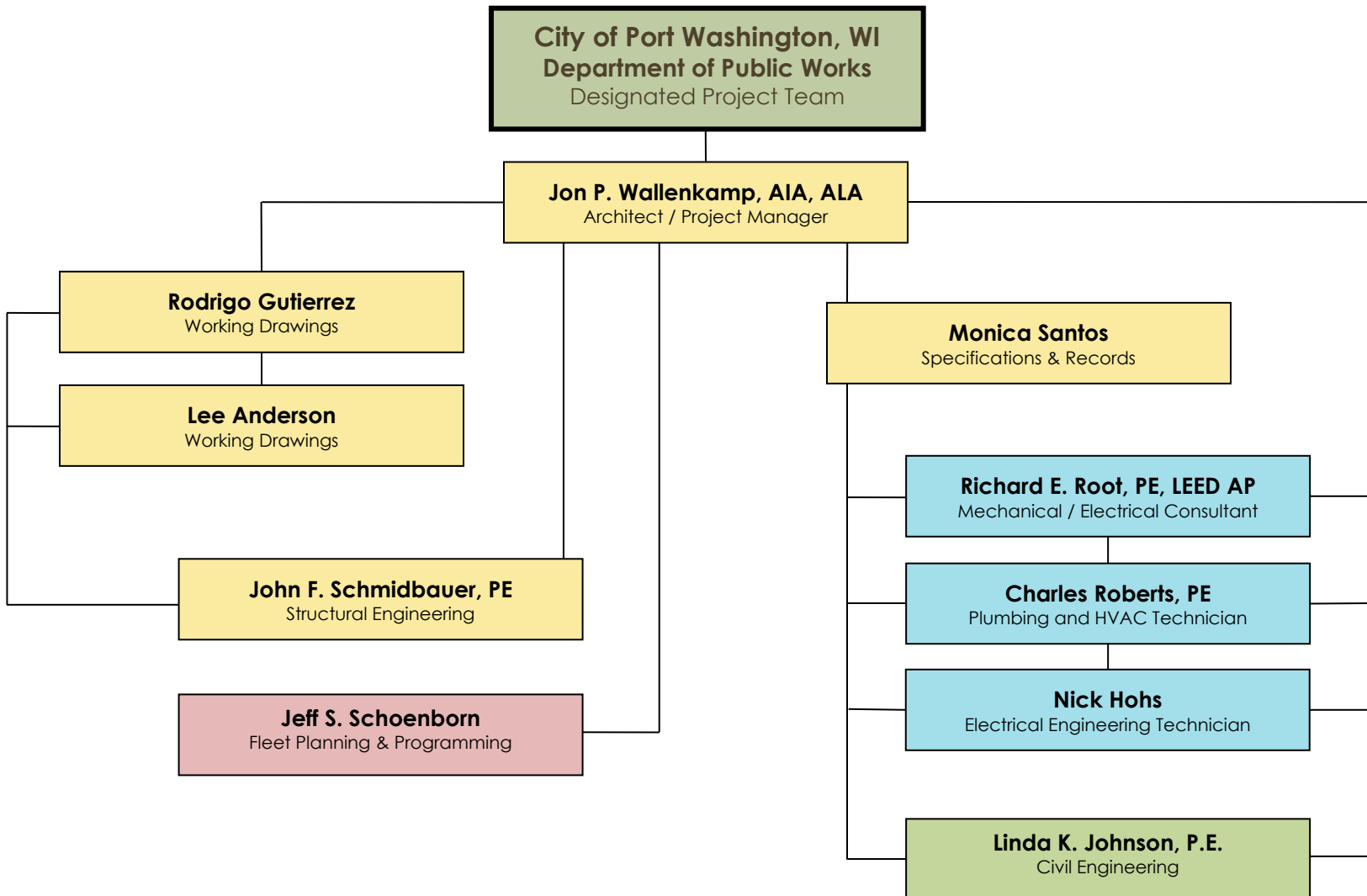
Mark Munson - ECIA/RTA

"When Kenosha County decides to build or remodel any given facility, we conduct interviews for architectural services from architects we believe are experts within our given parameters.

...Kueny Architects came out on top in many occasions."

Tom Walther - Kenosha County

4) Project Organizational Chart



Kueny Architects, LLC – Principals - Pleasant Prairie, WI

Jon P. Wallenkamp, AIA, ALA – Principal – Architect

Programming and Design, Working Drawings, Specifications, Construction Observation and Building Modeling

Education: B.S. Architecture – University of Wisconsin – Milwaukee
Experience: Planning Associates, Madison 1990-1991 – Intern Architect
Robert M. Kueny Architect - 1991 to 1999 – Project Manager
Kueny Architects, LLC – 2000 to present – Principal
Registration: Wisconsin, Illinois, and Michigan
Affiliations: International Code Council
Publications: “Government Fleet” Magazine – May 2011
Engagements: APWA – 2012 Wisconsin and Illinois Chapter Conferences - Lecturer
Community: Boy Scout Troop #146 – Troop Leader
City of Wauwatosa, WI Historical Society – Board Member



Relevant Project Experience: Lead Architect/Project Manager

Appleton - Valley Transit Study	City of Whitewater DPW Study	Village of Pewaukee DPW Study
City of Huber Heights – DPW Study	Sun Prairie Utilities Master Plan	City of Eau Claire Public Works Study
City of Mequon Facility Planning Study	City of Iowa City Facility Master Plan	City of Wisconsin Rapids DPW Master Plan
City of Aurora Public Works Facility	City of Verona Public Works Facility	Village of Weston Municipal Center
Des Moines Municipal Service Center: Phase 2	City of Ames Fabric Storage Buildings	Portage County Highway Addition/Remodel
City of Sterling Heights Public Works	City of West Des Moines Operations Center	City of Urbandale Parks & Public Works Facility
Village of Brown Deer DPW Facility	City of Elkhorn Public Works Facility	Wauwatosa DPW Office Remodeling
Cedarburg Public Works Facility	Burnett County Highway & Forestry Facility	Ashland County Highway Addition
Village of Caledonia Highway Facility	Village of Bayside Public Works	Village of Little Chute Municipal Service Center
Dane County Highway Facility / Site Design	Madison Engineering Building Addition	City of Mequon Highway Division Addition
City of Oshkosh Public Works Facility	Grafton Water Utility Operations Building	Jefferson County Satellite Highway Buildings
Cedar Rapids Public Works Facility	Des Moines Municipal Service Center: Phase I	Scott County Secondary Roads Facility

John F. Schmidbauer, P.E. – Principal – Engineer

Structural Engineering, Working Drawings, Specifications

Education: B.S. Architectural Engineering – Milwaukee School of Engineering

Experience: Kapur & Associates, Milwaukee 1989-90 – Construction Surveying
Robert M. Kueny Architect – 1991 to 1999 – Project Manager
Kueny Architects, LLC – 2000 to present – Principal

Registration: Wisconsin, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio

Affiliations: International Code Council
American Concrete Institute

Community: Kenosha YMCA – Board of Directors – 2002 - present
St. Mary Catholic Church – Parish Council – 2004-2010, Trustee Secretary – 2005-2009



Relevant Project Experience: Lead Structural Engineer

Appleton - Valley Transit Study

City of Huber Heights – DPW Study

City of Mequon Facility Planning Study

City of Aurora Public Works Facility

Des Moines Municipal Service Center: Phase 2

City of Sterling Heights Public Works

Village of Brown Deer DPW Facility

Cedarburg Public Works Facility

Village of Caledonia Highway Facility

Dane County Highway Facility / Site Design

City of Oshkosh Public Works Facility

Cedar Rapids Public Works Facility

City of Whitewater DPW Study

Sun Prairie Utilities Master Plan

City of Iowa City Facility Master Plan

City of Verona Public Works Facility

City of Ames Fabric Storage Buildings

City of West Des Moines Operations Center

City of Elkhorn Public Works Facility

Burnett County Highway & Forestry Facility

Village of Bayside Public Works

Madison Engineering Building Addition

Grafton Water Utility Operations Building

Des Moines Municipal Service Center: Phase I

Village of Pewaukee DPW Study

City of Eau Claire Public Works Study

City of Wisconsin Rapids DPW Master Plan

Village of Weston Municipal Center

Portage County Highway Addition/Remodel

City of Urbandale Parks & Public Works Facility

Wauwatosa DPW Office Remodeling

Ashland County Highway Addition

Village of Little Chute Municipal Service Center

City of Mequon Highway Division Addition

Jefferson County Satellite Highway Buildings

Scott County Secondary Roads Facility



4. Team Resumes – Kueny Architects, LLC Associates Staff

Rodrigo Gutierrez –Architectural Technician

Building Information Modeling, Working Drawings, Specifications

Education: Bachelor of Architecture - Javeriana University of Colombia

Experience: Architectural Design Firms in Columbia, South America – 1999 to 2001
Lakeview Construction - 2002 to 2008 – Architectural Services Manager
Kueny Architects, LLC - 2008 to present – Architectural Technician

Languages: Spanish (Native Language) and English

Randall Schoen –Architectural Technician

Building Information Modeling, Working Drawings, Specifications

Education: B.S. Architecture – Washington University, St. Louis
M.S. Architecture - University of Wisconsin – Milwaukee

Experience: Kueny Architects, LLC - 2011 to present – Architectural Technician

Lee S. Anderson – Architectural Technician

Building Information Modeling, Working Drawings, Specifications, Digital Presentations

Education: B.S. Architecture – University of Wisconsin – Milwaukee

Experience: Kueny Architects, LLC – 2014 to present – Architectural Technician

Jeff S. Schoenborn – Programming, Planning, Design and Operations

Programming, Space Planning, Operations and Design

Education: B.S. Architecture – University of Wisconsin – Milwaukee
B.A. Business Administration – University of Wisconsin - Milwaukee

Experience: Operations & Design Consultant for 25 years to various A&E firms Nationwide
Maximus (DMG/Maximus) – Senior Architectural Programming & Planning Consultant

5) Project Understanding, Approach & Scope of Services

Project Understanding

We understand the City of Port Washington, Wisconsin seeks a better understanding of the physical conditions and space needs of its DPW facilities located at 333 N Moore Road. Currently the DPW Municipal Garage consists of approximately 32,000 square feet, housing **Streets, Forestry, Equipment Maintenance, Wastewater** and storage of some **Water Utility Vehicles & Equipment**. The site is located in the central portion of the City and consists of roughly 6 acres. Outbuildings include (2) cold storage metal buildings consisting of 8,500 square feet and an open lean-to material storage shed.

Like many municipal buildings of its age, remodeling and additions have been necessary due to the growth of the community and need for more, larger service vehicles being stored in multiple buildings within the complex. The lack of sufficient space has hindered operations for some time and is not producing an optimum work environment. Other issues include undersized offices, lack of workstations, inadequate conference and training room/s, undersized amenities, and ADA issues.

Our goal is to provide a cursory review of the existing site/facility conditions and determine the necessary departmental space needs required to house all operations on the existing site, possibly including the Water Utility Division. Throughout the study, our Team will assist the City to determine the most cost-effective long-term growth solutions to either renovate/add/upgrade unto the existing facility or build an entirely new facility on the existing site. Our recommendations will assist the City in updating its short-term 5-year capital improvement plan (CIP) and/or consider possible long-term capital investments in facility solutions.

To prepare these operations for the future, the City is requesting professional consulting services to conduct a site and facilities space needs analysis and master plan focused on identifying the existing shortcomings and determining a cost-effective master plan solution to meet the needs of all divisions well into the future.

Approach to Facility Space Needs

To define the needed facility spaces, our team members propose to conduct a cursory review of existing operations and assess the limitations posed by the current facilities. These may include insufficient administrative space, lack of proper amenities, and lack of sufficient storage for trucks, seasonal equipment and vehicle maintenance. As for vehicles and equipment, we will identify every current and future motorized unit and towed behind piece of equipment as well as any attachments stored on site. Once identified, we will recommend the appropriate size and means of storage. Amenities

include areas such as training/lunchroom and restroom/locker areas. Moving forward, we will begin to layout our **approach to identifying the necessary site and facility space needs**, specifically:

- A. Administration
- B. Employee Support Area/s
- C. Shops/Inventory Spaces
- D. Vehicle Storage
- E. Equipment Maintenance
- F. Other Facility & Site Improvements



Methodology

Interviews will be conducted in small groups or one-on-one. The purpose of these interviews is to gain the perspective of the employees regarding service delivery capabilities, public interaction, physical barriers, location of existing office or workstations and interaction with other employees or the public. **Deliverables include a written document** defining each area of the site and facility listing spatial deficiencies and recommended solutions as a spatial worksheet.

A. Administration

We propose to specifically discuss and determine the spatial requirements for the following areas:

- Reception area, frequency of public interaction, and amount / type of various security controls needed and service counter.
- Number, type and size of recommended office/s.
- Number type and size of any workstations.
- Number and size of conference rooms.
- Plan storage/layout area needed.
- Active and non-active archives and file retention area(s).
- If feasible, a shared, centralized area for office equipment, document preparation and data/IT closet.



B. Employee Support Area

- A break/training room/classroom area equipped with cable TV, computer workstations, work counter, vending machines and weather equipment.

- Amenity needs such as restroom, shower, locker rooms and mud room.
- A small area for uniforms, (if this is applicable).

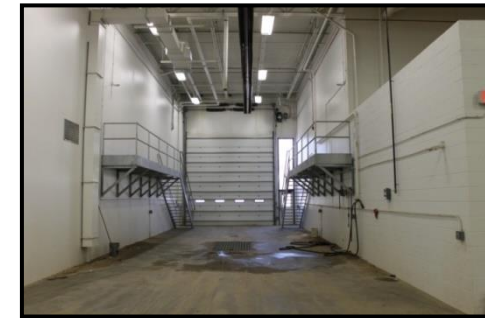


C. Shops/Inventory Spaces

- Determine any necessary shop layouts and specialized handling equipment.
- Some materials will need to be analyzed on a per pallet requirement with recommended lineal footage of pallet racks planned for inside or lean-to covered storage of materials.

D. Vehicle Storage

It is assumed vehicles and equipment include heavy duty trucks, service trucks, vans and heavy-duty equipment. Seasonal equipment is usually stored in minimally heated storage. For each vehicle, we will assess the make, model, age, size, and accompanying attachments. This analysis will determine the quantity and size of future parking bays as well as any staging areas for day parking, (inside or outside).



E. Equipment Maintenance

Our scope of services will analyze the Maintenance operations to determine type of service being provided for itself on snow and ice vehicles, and any other vehicles and/or Divisions. We will specifically review:

- The current and future maintenance needs of the Divisions and if it provides services to other operations within the City.
- Number and type of bulk products dispensed and space required for such fluids.
- Parts inventory needs and requirements affecting spacial requirements.
- Active versus inactive parts requirements.

- Tire storage, equipment requirements, and outsourcing.
- The number, capacity, and type of hoists (in-ground, recessed, mobile etc.).
- In ground and take-up exhaust reels.
- Current and future outsourcing?
- Welding and the need for a dedicated bay or area equipped with bridge or jib cranes, weld tables, racks, and electrical requirements.



F. Other Facility & Site Improvements

In addition to Administrative, Amenities, Shops/Inventory Areas, Vehicle Storage and Maintenance needs, the current and any future facility/site will need to address other areas and equipment such as:

- A manual wash bay (if applicable) with underbody wash to be programmed into any new facility.
- Covered outdoor storage for aggregate materials and lean-to space.
- Any yard waste drop-off site.

5) Scope of Services

Scope of Services

Our approach to this project is made up of two distinct phases.

Phase 1 Data Acquisition, Assessment & Space Needs

Phase 2 Concept & Master Plan Development

Phase 1 – Data Acquisition, Assessment & Space Needs

The purpose of Phase 1 is to determine the necessary short- and long-term facility needs for all divisional spaces. Areas of analysis include administrative, data room/s, amenities, maintenance, parts, shops, wash bay, vehicle/equipment storage and any outbuildings. **The Deliverable** from this analysis will be a **spatial worksheet** defining the current and future needs of the site and facility. The site and facility space needs analysis includes the following tasks listed below, specifically:

1. Set Project Scope and Schedule
2. Establish organization and agenda for meetings.
3. Establish team interaction, committee members and member roles.
4. Establish project schedule and goals.
5. Provide regular updates to the City.
6. Conduct a cursory building inspection to determine the general conditions and continued life expectancy of the primary building.
7. Conduct an analysis of current and future operations including FTE's, part-time, seasonal staffing, and equipment storage, specifically.
 - a. Areas of analysis include administrative, restrooms with showers, break/training room, tools, barricade areas, shops, mechanic shop, wash bay (if applicable) and vehicle/equipment storage. Inventory all equipment including size, required space and support.
 - b. Conduct interviews with key staff to determine the appropriate space needs up to 20-30 years.
8. **Create a base plan of the existing site and facility**, based off available drawings and GIS Mapping Data. Plan to indicate available data such as existing property lines, overhead/underground utilities, parking (employee, public,



ADA), easements, adjoining properties and comprehensive property mapping depicting site features i.e., structures, drainage patterns and existing pavements. This cursory site design survey will serve as a basis for the necessary improvements. A more detailed survey should be conducted by the City in the event the project moves to the next level.

9. As a team, working with the City, we will determine the existing area of each room then develop and circulate respective spatial requirements. Data from this document will be incorporated into our “spatial worksheet” and the proposed space plan.
10. Review site circulation issues and evaluate site access, traffic flow, turn radii around any existing buildings and adjoining streets, exterior lighting, yard storage needs and security measures taken.
11. Develop an Initial Spaces Needs Summary Report and Worksheet.
 1. Report will be circulated to key staff for review and comment.
 2. Feedback will be incorporated in the Concept Plans.

Phase 2 – Concept & Master Plan Development

Once the Phase 1 data is analyzed, we will present the space needs as conceptual schemes depicting workflow, room size, adjacencies, facility layout, outbuildings, yard storage requirements and any possible future expansion alternatives at the existing site. The tasks are listed below, specifically:

1. Concept Plan Development:
 - a. Kueny Architects will develop concept plans with varying degrees of complexity. Plans will be reviewed with the City and refined into various generic concepts depicting possible **new construction and/or additions/renovations**.
 - b. As a team, we will assess pros and cons and operational efficiencies for each plan.
2. Conceptual Estimate of Preliminary Models
 - a. Each concept plan will be paired with a conceptual estimate of construction costs in addition to other soft costs.
 - b. Costs of each plan will be compared side-by-side numerically and graphically for analysis by team members and City staff.
3. Final Plan and Detailed Estimate
 - a. Upon selection of the final solution, Kueny Architects will provide a detailed master plan and expand the conceptual estimate into a total program budget.
 - b. Our team will work with City budgeting cycles as appropriate to **outline multi-year CIP funding options** if necessary.
4. Facilities Concept Plan
 - a. Upon completion, a Space Needs & Assessment Report document will be provided for review. The report will include the following:
 1. Study objectives.
 2. Processes used and approach.

3. Summary of findings.
4. Cursory analysis of existing conditions.
5. Utilities.
6. Cursory operations & staffing level review.
7. Spatial guidelines for each area (required space for each function).
8. Minimum building envelope standards.
9. Primary method of construction, (Steel frame with precast concrete panels or concrete masonry).
10. Mechanical and electrical system parameters.
11. Technology considerations.
12. Site planning, immediate, short- and long-term needs.
13. Estimate of probable costs.
14. Possible phasing plans and public safety.

5. Final Presentation

- a. A technical presentation will be made to the City and Board.

Meetings

Kickoff Meeting. Here we will conduct a meeting with appropriate City staff and employees. The purpose of this meeting will be to introduce the team, explain the scope and goals, answer any questions or concerns.

Project Team Meeting. This short meeting often immediately follows the Kickoff Meeting. Our team members will meet with City team members to explain the work plan, and ask any questions, i.e., requested information, access of buildings and equipment, project duration, and availability of team members.

Staff and Utility Meetings. We will schedule with staff various meetings in order to gain perspectives regarding service delivery. These meetings will be scheduled throughout the project in order to compile and explain data, and/or explain our means, methods, and opinions.

6) Submittal Documents Required by the City

In advance of the Kick-Off meeting, we would appreciate the following documents, specifically:

- 1) List of vehicles and equipment currently being stored at the existing location i.e., cold, outside storage or off-site (that may relocate here). Include year/age, department, any short-term equipment replacements, and estimated growth of fleet/s over a 20-30-year period.
- 2) Number of full-time, part-time, and seasonal employees that will use the facility. list should also include employee/s needing office spaces, workstation, or simple laptop spaces in the break/training room.
- 3) Any budgetary estimates or funds set aside for short/long term CIP facilities improvements i.e., main, ancillary buildings, roofing, structural, lighting, site paving improvements as well as HVAC, electrical, plumbing, lighting, and capital equipment.
- 4) Site & Facility related information available i.e., mapping floor plans, (digital or paper), grades, utilities, or adjoining properties.
- 5) Not needed in advance but early topics of discussion include yearly City usage of salt/sand, fuel, and bulk palletted materials kept under roof or would like to see under roof.

7) Fee Proposal

All travel and office expenses related to this project will be included in our fees for services. No per diem

	Kueny Staff				
	Jon Wallenkamp	John Schmidbauer	Monica Santos	Jeff Schoenborn	Nick Hohn
Data Acquisition, Facility Assessment & Space Needs					
Concept & Master Plan Development					
Conceptual Drawings, Schemes & Cost Analysis					
Sign Owner-Architect Agreement					
Kickoff Meeting with City of Port Washington Team & Kueny Design Team - Develop Project Schedule	2			2	
Existing Facility Analysis - Site Information Research and Data Collecting	24			16	
Existing Operations Analysis and City of Port Washington Team Interviews:	16			12	
Existing Facility Analysis	24	16		8	
Meeting with City of Port Washington Team & Kueny Team	2				
Kueny to Develop First Draft of the Master Plan and Draft Report with Draft Cost Estimate	18	8	12	22	4
Meeting with City of Port Washington Team & Kueny Team- submit Draft One	2				
Presentation of Master Plan Options and Draft Report	2				
Research and Data Collecting - Update program	6			2	2
Additional Operations Analysis and Staff Interviews:	6				
Kueny to Conduct an Open Review / Public Input Workshop - 50%	4				
Kueny to Develop Second Draft of the Master Plan Report and Cost Estimate	12		8	8	4
Meeting with City of Port Washington Team & Kueny Team- submit Draft Two	2				
Presentation of Draft to Committees and Boards	2				
Meeting with City of Port Washington Design Team	2				
Update Master Plans and Final Draft Report to the City of Port Washington Team	6			8	
Present Final Master Plan Recommendation to City of Port Washington Design Team	2	4	2	6	
Presentation of Final to Committees and Boards	2				
Lump Sum Fee Not to Exceed					\$8,765.00
* All Reimbursable Expenses are part of above fee					

AGENDA ITEM MEMORANDUM

City of Port Washington

TO: General Government and Finance Committee **FROM:** Roger Strohm, City Engineer

DATE: August 6, 2024

SUBJECT: Consideration and Possible Action to Adopt Ordinance 2024-9 -Repealing and Establishing One-Way Street Designations, Amending, Repealing and Recreating Parking Regulations, and Establishing Official Stop Signs.

ISSUE: Should the City adopt an ordinance (see attached Ordinance 2024-9)

1. To add stop signs on Scott Road at W. Norport Drive at two locations and at Pirate Way with W. Jackson Street,
2. Revise the traffic and parking rules on North Holden between W. Van Buren St. and W. Jackson St. to reflect the name change to Pirate Way and current signage, and
3. Repeal the Sunday morning one-way ordinance for S. Webster Street and W. Michigan Street?

STAFF RECOMMENDATION: Recommending Common Council adopt Ordinance 2024-9.

RECOMMENDED MOTION: I move to recommend that Common Council adopt Ordinance 2024-9.

BACKGROUND/DISCUSSION:

Vehicles on Scott Road are not currently required to stop at W. Norport Drive. Based on the number of homes on Scott Road and the volume of traffic on W. Norport Drive during the school year, the Manual of Uniform Traffic Control (MUTCD) indicates that a stop sign should be considered.

On August 18, 2021, the City revised the name of N. Holden Street to Pirate Way between W. Van Buren Street and W. Jackson Street. This name change is not reflected in our current ordinances. Also, the current ordinance does not reflect the current signage and operation of student drop off and pick up.

S. Webster Street and W. Michigan Avenue were designated as one-way streets for Sunday mornings to facilitate traffic for St. John's Church. This church hasn't been operating at the site for about 20 years.

STRATEGIC PLAN:

1. **Strategic Direction:** Creating Accountability Through Policies and Procedures
2. **Impact on Strategic Direction:** The City is accountable by ordinances accurately reflecting street names and use.

LEGAL:

1. **City Attorney Review:** Yes
2. **Legal Comments & Conclusions:** Drafted an updated ordinance
3. **Statutory References:** Not Applicable

FISCAL IMPACT:

1. **Amount of Recommendations/Cost of Project:**
 - Initial Project Cost Estimate: \$500 for signs
 - Approved Budget Project Cost: \$0
 - Prior Year Expenditures: \$0

Total Project Costs to Date: \$0

2. **Source of Funding:** operations
3. **Operating and Maintenance Cost:** N/A

BOARD/COMMITTEE/COMMISSION RECOMMENDATION: Traffic Safety Committee recommends these changes.

PUBLIC OUTREACH: Discussed at open meeting.

IF APPROVED, NEXT STEPS: Present the ordinance to Common Council for consideration and approval.

ATTACHMENTS:

Ordinance 2024-9

**CITY OF PORT WASHINGTON, WISCONSIN
ORDINANCE NO. 2024-9**

**An Ordinance Repealing and Establishing One-Way Street Designations, Amending,
Repealing and Recreating Parking Regulations, and Establishing Official Stop Signs**

WHEREAS, the Traffic Safety Committee of the City of Port Washington has recommended that the Common Council adopt ordinances repealing and establishing certain one-way street designations, amending, repealing and recreating parking regulations, and establishing official stop signs, in order to promote public safety,

NOW, THEREFORE, the Common Council of the City of Port Washington, Wisconsin, do ordain as follows:

Section 1. § 400-4 A. of the Code of the City of Port Washington is hereby amended to establish official stop signs on Scott Road, at both of its intersections with West Norport Drive.

Section 2. § 400-4 A. of the Code of the City of Port Washington is hereby amended to establish an official stop sign on Pirate Way, at its intersection with West Jackson Street.

Section 3. That portion of § 400-6 of the Code of the City of Port Washington designating North Holden Street as a one-way street traveling south from the south curb of West Van Buren Street to the north curb of West Jackson Street, is hereby repealed.

Section 4. § 400-6 of the Code of the City of Port Washington is hereby amended to designate Pirate Way as a one-way street traveling south from the south curb of West Van Buren Street to the north curb of West Jackson Street.

Section 5. That portion of § 400-6 of the Code of the City of Port Washington designating South Webster Street as a one-way street traveling south from Foster Street to Michigan Street between the hours of 6:00 a.m. and 1:00 p.m. on Sundays, is hereby repealed.

Section 6. That portion of § 400-6 of the Code of the City of Port Washington designating West Michigan Street as a one-way street traveling west from South Webster Street to South Coe Street between the hours of 6:00 a.m. and 1:00 p.m. on Sundays, is hereby repealed.

Section 7. That portion of § 400-10 A. of the Code of the City of Port Washington prohibiting parking on the west side of North Holden Street from the south curb of West Van Buren Street to a point 109 feet south thereof between 7:30 a.m. and 4:30 p.m. on days when school is in session, is hereby repealed.

Section 8. That portion of § 400-10 C. of the Code of the City of Port Washington establishing a thirty-minute parking limit on the east side of North Holden Street from the north curb of West Jackson Street to a point 271 feet north thereof from 7:00 a.m. to 4:00 p.m. on days when school is in session, is amended to change “North Holden Street” to “Pirate Way.”

Section 9. The table in § 400-16 H. (1) of the Code of the City of Port Washington establishing school bus only parking zones for passenger loading and unloading, is hereby repealed and recreated to read as follows:

Name of Street	Side	Times; Days	Location
Pirate Way	West	7:00 a.m. to 4:00 p.m. on days when school is in session.	From the south curb of West Van Buren Street to the north curb of West Jackson Street, extended.
Pirate Way	East	7:00 a.m. to 4:00 p.m. on days when school is in session	From the south curb of West Van Buren Street to a point 277 feet south thereof.
West Jackson Street	South	7:00 a.m. to 4:00 p.m. on days when school is in session.	From the west curb of North Webster Street to the east curb of Pirate Way, extended.

Section 10. § 400-16 H. (2) of the Code of the City of Port Washington, establishing vehicle parking zones for passenger loading and unloading (excluding school buses), is hereby repealed.

Section 11. This ordinance shall become effective upon passage and publication.

Passed and approved this _____ day of August, 2024.

ATTEST:

Susan L. Westerbeke, City Clerk

Theodore Neitzke IV, Mayor